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5.2.1.1: Number of outgoing students placed and / or progressed to higher education during the academic year 2019-2020

SUMMARY OF STUDENTS PLACED AND HIGHER EDUCATION- ACADEMIC YEAR 2019-2020

| Academic year | $2019-2020$ |
| :--- | :---: |
| No of final year students | $\mathbf{5 0 5}$ |
| No of students placed | 392 |
| No of students progressed to higher education | 15 |
| Total no of students placed and higher education | $\mathbf{4 0 7}$ |
|  |  |
| Percentage of placement of outgoing students and students <br> progressing to higher education | $\mathbf{8 0 . 5 \%}$ |



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PLACEMENT DETAILS :2019-2020

| S.No | Year | Name of Student who has been Placed | Program Graduated from | Year of Graduation | Name of the <br> Employer with <br> Contact Details | Pay Package at Appointment (In INR Per Annum) | Page No |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | 2019-2020 | Omprasad | UG | 2020 | TCS - Mr Avinash Raman - 7799203385 | 3.36 LPA | 1------- ${ }^{\text {a }}$ |
| 2 | 2019-2020 | Tanmayi | UG | 2020 | TCS - Mr Avinash Raman - 7799203385 | 3.36 LPA | :----7: |
| 3 | 2019-2020 | Chandrasekhar | UG | 2020 | TCS - Mr Avinash Raman - 7799203385 | 3.36 LPA | --75-92i |
| 4 | 2019-2020 | Sakshi | UG | 2020 | Notous Technologies Mr Shahid 8179717952 | 1.8 LPA | ----' |
| 5 | 2019-2020 | Santosh | UG | 2020 | Notous Technologies - <br> Mr Shahid - <br> 8179717952 | 1.8 LPA | :---- 9 |
| 6 | 2019-2020 | Tejasvi | UG | 2020 | Notous Technologies - <br> Mr Shahid - <br> 8179717952 | 1.8 LPA | ---\% |
| 7 | 2019-2020 | Manasa | UG | 2020 | Notous Technologies - <br> Mr Shahid - <br> 8179717952 | 1.8 LPA | ----1 |
| 8 | 2019-2020 | Sunil Kumar | UG | 2020 | Notous Technologies - <br> Mr Shahid - <br> 8179717952 | 1.8 LPA | 97 |
| 9 | 2019-2020 | K Sairam | UG | 2020 | Notous Technologies - <br> Mr Shahid - <br> 8179717952 |  | $98$ |

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| 10 | 2019-2020 | A Sudheer Rajkumar | UG | 2020 | Notous Technologies <br> Mr Shahid <br> 8179717952 | 1.8 LPA | 1.8 LPA |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |


| 20 | $2019-2020$ | Lyadella Sumanth | UG | 2020 | Notous Technologies <br> Mr Shahid - <br> 8179717952 | 1.8 LPA | 1.8 LPA |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |

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| 30 | 2019-2020 | Goutham | UG | 2020 | NTT DATA - Mr <br> Parthiban - <br> 9686682180 | 3.75 LPA |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 31 | 2019-2020 | T Santosh | UG | 2020 | NTT DATA - Mr Parthiban 9686682180 | 3.75 LPA | \|--------12, |
| 32 | 2019-2020 | Vemula Sai Manvitha | UG | 2020 | NTT DATA - Mr Parthiban 9686682180 | 3.75 LPA | \|------- |
| 33 | 2019-2020 | Vontela Anusha | UG | 2020 | NTT DATA - Mr <br> Parthiban - <br> 9686682180 | 3.75 LPA | -------- 125 |
| 34 | 2019-2020 | Y Mahender Reddy | UG | 2020 | NTT DATA - Mr <br> Parthiban - <br> 9686682180 | 3.75 LPA | \|l|l| |
| 35 | 2019-2020 | Akula Nitishkumar | UG | 2020 | NTT DATA - Mr <br> Parthiban - <br> 9686682180 | 3.75 LPA | (129-130 |
| 36 | 2019-2020 | Sireesha L | UG | 2020 | NTT DATA - Mr Parthiban 9686682180 | 3.75 LPA | \|-------73 |
| 37 | 2019-2020 | Bathula Jashwanth Reddy | UG | 2020 | NTT DATA - Mr <br> Parthiban - <br> 9686682180 | 3.75 LPA | (133-134 |
| 38 | 2019-2020 | Chilaka Tejareddy | UG | 2020 | NTT DATA - Mr Parthiban 9686682180 | 3.75 LPA | \|rer |
| 39 | 2019-2020 | Kandikonda Narendar | UG | 2020 | NTT DATA - Mr <br> Parthiban - <br> 9686682180 | $3.75 \mathrm{LF}$ | $132-138$ <br> PRINCIPAL |


| 40 | 2019-2020 | V Manasa | UG | 2020 | NTT DATA - Mr <br> Parthiban - <br> 9686682180 | 3.75 LPA |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 41 | 2019-2020 | Konakanchi Ankitha | UG | 2020 | NTT DATA - Mr <br> Parthiban - <br> 9686682180 | 3.75 LPA | 年 |
| 42 | 2019-2020 | Madagoni Saiteja | UG | 2020 | NTT DATA - Mr <br> Parthiban - <br> 9686682180 | 3.75 LPA | -1------14 |
| 43 | 2019-2020 | P Yagna Prapulla Srivastav | UG | 2020 | NTT DATA - Mr <br> Parthiban - <br> 9686682180 | 3.75 LPA | 145-146 |
| 44 | 2019-2020 | Pylla Vivekreddy | UG | 2020 | NTT DATA - Mr <br> Parthiban - <br> 9686682180 | 3.75 LPA | --------- |
| 45 | 2019-2020 | Navaru Hemanth Reddy | UG | 2020 | NTT DATA - Mr <br> Parthiban - <br> 9686682180 | 3.75 LPA | --------- |
| 46 | 2019-2020 | Thadoori Sai Kumar | UG | 2020 | NTT DATA - Mr <br> Parthiban - <br> 9686682180 | 3.75 LPA | \|--------- 151 |
| 47 | 2019-2020 | N Sai Uday Veer | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | 2.4 LPA | (1--- |
| 48 | 2019-2020 | $V$ Bhargavi | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | 2.4 LPA | ------ |
| 49 | 2019-2020 | K Hindhu | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | $\begin{gathered} 2.4 \mathrm{LPA} \\ \hline \end{gathered}$ | -----1 |


| 50 | 2019-2020 | G Pranathi | UG | 2020 | Visionary RCM <br> InfoTech Ramana <br> Reddy 9640789300 | 2.4 LPA | 2.4 LPA |
| :---: | :--- | :--- | :---: | :---: | :---: | :---: | :---: |

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| 60 | 2019-2020 | N Vamshi | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | 2.4 LPA | 1---7 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 61 | 2019-2020 | D Goutham Shetty | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | 2.4 LPA |  |
| 62 | 2019-2020 | Ashish Panchdhar | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | 2.4 LPA | ----- <br> 168 <br> ------- |
| 63 | 2019-2020 | V Harshitha | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | 2.4 LPA | 1----1 |
| 64 | 2019-2020 | A Harish Reddy | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | 2.4 LPA | 170 |
| 65 | 2019-2020 | V Sai Manvitha | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | 2.4 LPA | 171 |
| 66 | 2019-2020 | A Sanjana | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | 2.4 LPA | - 172 |
| 67 | 2019-2020 | Gangatharun Reddy | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | 2.4 LPA | ----- |
| 68 | 2019-2020 | P Mahima | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | 2.4 LPA | $1--6-1$ <br> 174 <br> ---1 |
| 69 | 2019-2020 | E Hema | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | $2.4 \mathrm{LPA}$ | $175$ |

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| 70 | $2019-2020$ | J Srinitha | UG | 2020 | Visionary RCM <br> InfoTech Ramana <br> Reddy 9640789300 | 2.4 LPA | 2.4 LPA |
| :---: | :--- | :--- | :---: | :---: | :---: | :---: | :---: |

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| 80 | 2019-2020 | Raghumaha Reddy | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | 2.4 LPA | [----- |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 81 | 2019-2020 | Gangi Raju | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | 2.4 LPA | ------ |
| 82 | 2019-2020 | Goli Priyanka | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | 2.4 LPA | '---- |
| 83 | 2019-2020 | Guttapally <br> Chennakeshava Reddy | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | 2.4 LPA | -189 |
| 84 | 2019-2020 | Kalakuntla Sowmya | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | 2.4 LPA | '---: |
| 85 | 2019-2020 | K Thirupataiah | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | 2.4 LPA | '191 |
| 86 | 2019-2020 | Koneru Anoosh | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | 2.4 LPA | -----: |
| 87 | 2019-2020 | Mohd Imran Shareef | UG | 2020 | Visionary RCM InfoTech Ramana Reddy 9640789300 | 2.4 LPA | ----1 |
| 88 | 2019-2020 | Saakshi | UG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA | -194-195 |
| 89 | 2019-2020 | Ashish Panchdhar | UG | 2020 | Value Momentum - Ms <br> Alekhya - 8464984487 | 3.6 LPA | !196-197! |
| 90 | 2019-2020 | Alekhya | UG | 2020 | Value Momentum - Ms <br> Alekhya - 8464984487 | 3.6 LPA |  |

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| 91 | 2019-2020 | Anusha | UG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 92 | 2019-2020 | Sairam | UG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA | 202-203 |
| 93 | 2019-2020 | Aluru Harshavardhan Reddy | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA |  |
| 94 | 2019-2020 | Mankena Uday Bhanu | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA | -------7 |
| 95 | 2019-2020 | Mariyamma Srirama | PG | 2020 | Value Momentum - Ms <br> Alekhya - 8464984487 | 3.6 LPA | ! 208-209 |
| 96 | 2019-2020 | Erugu Saikumar | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA | -------1 |
| 97 | 2019-2020 | Badugu Pavan Kumar | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA | :-------- |
| 98 | 2019-2020 | D E S Chandra Dileep | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA |  |
| 99 | 2019-2020 | Madhu Yadav G | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA |  |
| 100 | 2019-2020 | Takur Ajay | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA | ------719 |
| 101 | 2019-2020 | Eega Manideep Reddy | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA |  |
| 102 | 2019-2020 | G Chandana Reddy | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA | \| $222-223$ \| |
| 103 | 2019-2020 | Jaidi Sravanthi | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | $3.6 \mathrm{LPA}$ | -------5 |

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| 104 | 2019-2020 | Jatavath Rajendar Naik | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA | $\left\lvert\, \begin{aligned} & -------7 \\ & i \\ & 226-227\end{aligned}\right.$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 105 | 2019-2020 | Apoori Srilatha | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA | ! $228-229$ - |
| 106 | 2019-2020 | Bongu Ramya | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA | -------1 |
| 107 | 2019-2020 | Boyapally Anitha | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA | \|r----- |
| 108 | 2019-2020 | Duddeda Raju | PG | 2020 | Value Momentum - Ms <br> Alekhya - 8464984487 | 3.6 LPA |  |
| 109 | 2019-2020 | Jakkula Naresh | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA | \|------- |
| 110 | 2019-2020 | K Naresh Goud | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA | ----------1 |
| 111 | 2019-2020 | Kasani Srikanth | PG | 2020 | Value Momentum - Ms <br> Alekhya - 8464984487 | 3.6 LPA | - $240-241$ |
| 112 | 2019-2020 | Kondagadupula Sunil Kumar | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA | $\left\lvert\, \begin{aligned} & \text {-------- } \\ & 1 \\ & 1242-243 \\ & -------1\end{aligned}\right.$ |
| 113 | 2019-2020 | Kunsoth Priyanka | PG | 2020 | Value Momentum - Ms <br> Alekhya - 8464984487 | 3.6 LPA | - $244--245$ |
| 114 | 2019-2020 | Musham Deepika | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA | '----6-247 |
| 115 | 2019-2020 | Nadimpally Anusha | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | 3.6 LPA | \|-------19 |
| 116 | 2019-2020 | Rafee Shaik | PG | 2020 | Value Momentum - Ms Alekhya - 8464984487 | $3.6 \mathrm{LPA}$ | '250-251 |

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| 130 | 2019-2020 | Gara Dileep Kumar | PG | 2020 | $\begin{aligned} & \text { ZENQ - Mr Santosh - } \\ & 8309072613 \end{aligned}$ | 2.80 LPA | ------1 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 131 | 2019-2020 | Kasthuri Manisha | PG | 2020 | $\begin{aligned} & \text { ZENQ - Mr Santosh - } \\ & 8309072613 \end{aligned}$ | 2.80 LPA | ----7 |
| 132 | 2019-2020 | Kethavath Aruna | PG | 2020 | $\begin{aligned} & \text { ZENQ - Mr Santosh - } \\ & 8309072613 \end{aligned}$ | 2.80 LPA | 「268 |
| 133 | 2019-2020 | Myla Sai Jaideep | PG | 2020 | $\begin{array}{\|l\|} \hline \text { ZENQ - Mr Santosh - } \\ 8309072613 \\ \hline \end{array}$ | 2.80 LPA | 1269 |
| 134 | 2019-2020 | Nalla Haritha | PG | 2020 | $\begin{aligned} & \text { ZENQ - Mr Santosh - } \\ & 8309072613 \end{aligned}$ | 2.80 LPA | :270 |
| 135 | 2019-2020 | D Surya Prakash | PG | 2020 | $\begin{aligned} & \text { ZENQ - Mr Santosh - } \\ & 8309072613 \end{aligned}$ | 2.80 LPA | '271 |
| 136 | 2019-2020 | S Sai Mani Krishna | PG | 2020 | $\begin{aligned} & \text { ZENQ - Mr Santosh - } \\ & 8309072613 \end{aligned}$ | 2.80 LPA | - |
| 137 | 2019-2020 | M Abhishek | PG | 2020 | $\begin{aligned} & \text { ZENQ - Mr Santosh - } \\ & 8309072613 \end{aligned}$ | 2.80 LPA | !---1 |
| 138 | 2019-2020 | Ananthula Manaswini- | PG | 2020 | $\begin{aligned} & \text { ZENQ - Mr Santosh - } \\ & 8309072613 \end{aligned}$ | 2.80 LPA | !--- 274 |
| 139 | 2019-2020 | D S Chandana | PG | 2020 | ZENQ - Mr Santosh 8309072613 | 2.80 LPA | -275 |
| 140 | 2019-2020 | Indraganti Akhil Krishna | PG | 2020 | $\begin{aligned} & \text { ZENQ - Mr Santosh - } \\ & 8309072613 \end{aligned}$ | 2.80 LPA | '---- |
| 141 | 2019-2020 | Kiran Reddy G | PG | 2020 | $\begin{aligned} & \text { ZENQ - Mr Santosh - } \\ & 8309072613 \end{aligned}$ | 2.80 LPA | ---1 |
| 142 | 2019-2020 | Goutham Shetty | UG | 2020 |  | $3.8 \mathrm{LPA}$ |  |

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| 143 | 2019-2020 | V Jyoshna | UG | 2020 | Eidiko Systems <br> Integrators Pvt Ltd - <br> Ms Padmaja - <br> 7660093288 | 1.8 LPA | :-------- |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 144 | 2019-2020 | Bhanuprasad | UG | 2020 | Eidiko Systems <br> Integrators Pvt Ltd - <br> Ms Padmaja - <br> 7660093288 | 1.8 LPA | ---------1 |
| 145 | 2019-2020 | E Hema | UG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja 7660093288 | 1.8 LPA | -------- |
| 146 | 2019-2020 | VSC Srinivas | UG | 2020 | Eidiko Systems <br> Integrators Pvt Ltd - <br> Ms Padmaja - <br> 7660093288 | 1.8 LPA | - |
| 147 | 2019-2020 | Mohammed Abdul Faisal | PG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja 7660093288 | 1.8 LPA | [--------- |
| 148 | 2019-2020 | Sajjan Lavan Kumar | PG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja 7660093288 | 1.8 LPA | \| |
| 149 | 2019-2020 | Siddagoni Rohini | PG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja 7660093288 | 1.8 LPA | (-------- |
| 150 | 2019-2020 | Tudukurthy Haritha | PG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja - | $18 \mathrm{LPA}$ | -------- |

[^0]|  |  |  |  |  | 7660093288 |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 151 | 2019-2020 | Verra Vani | PG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja 7660093288 | 1.8 LPA | (295-----76 |
| 152 | 2019-2020 | Anitha Thorra | PG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja 7660093288 | 1.8 LPA | $\left\lvert\, \begin{gathered}\text {--------- } \\ 1 \\ 1 \\ 297-298 \\ -2-------1\end{gathered}\right.$ |
| 153 | 2019-2020 | B Sumanth | UG | 2020 | Eidiko Systems <br> Integrators Pvt Ltd - <br> Ms Padmaja - <br> 7660093288 | 1.8 LPA |  |
| 154 | 2019-2020 | Barigala Praneesh | UG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja 7660093288 | 1.8 LPA | -------- |
| 155 | 2019-2020 | Bhukya Priyanka | UG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja 7660093288 | 1.8 LPA | --------7 |
| 156 | 2019-2020 | Boda Hanuk | UG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja 7660093288 | 1.8 LPA | \|--------- |
| 157 | 2019-2020 | Boya Niranjan | UG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja 7660093288 | $1.8 \mathrm{LPA}$ | \|------- |

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| 158 | 2019-2020 | Chenchu Ganga Tarun Reddy | UG | 2020 | Eidiko Systems <br> Integrators Pvt Ltd - <br> Ms Padmaja - <br> 7660093288 | 1.8 LPA | - 3 ------- |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 159 | 2019-2020 | Doppa Deepthi | UG | 2020 | Eidiko Systems <br> Integrators Pvt Ltd - <br> Ms Padmaja - <br> 7660093288 | 1.8 LPA | -------- |
| 160 | 2019-2020 | Enjam Naveen | UG | 2020 | Eidiko Systems <br> Integrators Pvt Ltd - <br> Ms Padmaja - <br> 7660093288 | 1.8 LPA | --------- |
| 161 | 2019-2020 | Katkam Soumith Reddy | UG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja 7660093288 | 1.8 LPA | :--------: |
| 162 | 2019-2020 | Kola Chandana | UG | 2020 | Eidiko Systems <br> Integrators Pvt Ltd - <br> Ms Padmaja - <br> 7660093288 | 1.8 LPA | \|--------- |
| 163 | 2019-2020 | Korra Srikanth | UG | 2020 | Eidiko Systems <br> Integrators Pvt Ltd - <br> Ms Padmaja - <br> 7660093288 | 1.8 LPA | 1319-320 |
| 164 | 2019-2020 | Kotla Venu | UG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja 7660093288 | 1.8 LPA | :-------- |
| 165 | 2019-2020 | Mangishetti Hariprasad | UG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja - | $\int_{18 \mathrm{LPA}}$ | $\text { - } 323-324$ |


|  |  |  |  |  | 7660093288 |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 166 | 2019-2020 | K Srinivas | UG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja 7660093288 | 1.8 LPA | --------: |
| 167 | 2019-2020 | Naidu Koteshwar Rao | UG | 2020 | Eidiko Systems <br> Integrators Pvt Ltd - <br> Ms Padmaja - <br> 7660093288 | 1.8 LPA | --------- |
| 168 | 2019-2020 | Poluri Naga Sai Harish | UG | 2020 | Eidiko Systems <br> Integrators Pvt Ltd - <br> Ms Padmaja - <br> 7660093288 | 1.8 LPA | \|-------- |
| 169 | 2019-2020 | Ravikanti Mounika | UG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja 7660093288 | 1.8 LPA | :------- |
| 170 | 2019-2020 | Ravula Koushik Reddy | UG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja 7660093288 | 1.8 LPA | --------- |
| 171 | 2019-2020 | Salluri Mahesh | UG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja 7660093288 | 1.8 LPA | \|----------1 |
| 172 | 2019-2020 | Singu Karthik | UG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja 7660093288 | $\int_{\text {1, }}$ | --------- |


| 173 | 2019-2020 | Surakanti Prashanth | UG | 2020 | Eidiko Systems <br> Integrators Pvt Ltd - <br> Ms Padmaja - <br> 7660093288 | 1.8 LPA | $\|$a <br> $\vdots$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 174 | 2019-2020 | Syed Ayesha Anjum | UG | 2020 | Eidiko Systems Integrators Pvt Ltd - <br> Ms Padmaja - <br> 7660093288 | 1.8 LPA | \|--------' |
| 175 | 2019-2020 | Amireddy Manoj Kumar Reddy | UG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja 7660093288 | 1.8 LPA | $\left\lvert\, \begin{aligned} & \text { '--------- } \\ & 1\end{aligned}\right.$ |
| 176 | 2019-2020 | Peluri Vanajakshi | UG | 2020 | Eidiko Systems <br> Integrators Pvt Ltd - <br> Ms Padmaja - <br> 7660093288 | 1.8 LPA | !--------- |
| 177 | 2019-2020 | Ramagiri Saikrishna | UG | 2020 | Eidiko Systems <br> Integrators Pvt Ltd - <br> Ms Padmaja - <br> 7660093288 | 1.8 LPA | ---------- |
| 178 | 2019-2020 | Adimalla Raashi | UG | 2020 | Eidiko Systems <br> Integrators Pvt Ltd - <br> Ms Padmaja - <br> 7660093288 | 1.8 LPA | $\|$-------- <br>  <br> $349-350$ <br> $-------~$ |
| 179 | 2019-2020 | Bandi Swathi | UG | 2020 | Eidiko Systems <br> Integrators Pvt Ltd - <br> Ms Padmaja - <br> 7660093288 | 1.8 LPA | \| |
| 180 | 2019-2020 | Boosa Mounika | UG | 2020 | Eidiko Systems Integrators Pvt Ltd Ms Padmaja - | $\left.\right\|^{1.8 \mathrm{LPA}}$ | - $353----754$ |

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|  |  |  |  |  | 7660093288 |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 181 | 2019-2020 | K Thirupataiah | UG | 2020 | Eidiko Systems <br> Integrators Pvt Ltd - <br> Ms Padmaja - <br> 7660093288 | 1.8 LPA | \|-------- |
| 182 | 2019-2020 | Goutham Shetty | UG | 2020 | Wipro - Ms Sadiya 8790599183 | 1.50 LPA | -357 |
| 183 | 2019-2020 | E Sai Phani | UG | 2020 | Wipro - Ms Sadiya 8790599183 | 1.50 LPA | ------ |
| 184 | 2019-2020 | Sai Manvitha | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA | 边 |
| 185 | 2019-2020 | Goutham Reddy | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA | 361-362 |
| 186 | 2019-2020 | Sudheer Raj | UG | 2020 | SBP Corp - Naresh - $9948904741$ | 1.90 LPA | (363-364 |
| 187 | 2019-2020 | Anusha | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA | \| $365-366$ - |
| 188 | 2019-2020 | Ganga Tarun | UG | 2020 | SBP Corp - Naresh - $9948904741$ | 1.90 LPA |  |
| 189 | 2019-2020 | Venkat Krishna | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA | -369-370 |
| 190 | 2019-2020 | Mohd Imran Shareef | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA | - $371-372$ |
| 191 | 2019-2020 | Neeraj Kumar Gupta | UG | 2020 | SBP Corp - Naresh 9948904741 | $1.90 \mathrm{LPA}$ | $373-374$ |

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| 192 | 2019-2020 | Sambaru Ashok Kumar | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA | $375-376$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 193 | 2019-2020 | Sammeta Deepak Kumar | UG | 2020 | $\begin{aligned} & \text { SBP Corp - Naresh - } \\ & 9948904741 \end{aligned}$ | 1.90 LPA | 1-377-378 |
| 194 | 2019-2020 | Singanaboina Chandrashekar | UG | 2020 | $\begin{aligned} & \text { SBP Corp - Naresh - } \\ & 9948904741 \end{aligned}$ | 1.90 LPA | ! 379-380! |
| 195 | 2019-2020 | Vadla Shivakumar | UG | 2020 | $\begin{aligned} & \text { SBP Corp - Naresh - } \\ & 9948904741 \end{aligned}$ | 1.90 LPA |  |
| 196 | 2019-2020 | Vemula Saritha | UG | 2020 | SBP Corp - Naresh - $9948904741$ | 1.90 LPA | \|383-384' |
| 197 | 2019-2020 | A Shiva Kumar Yadav | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA | - $385-386$ |
| 198 | 2019-2020 | B Sumanth | UG | 2020 | SBP Corp - Naresh - $9948904741$ | 1.90 LPA |  |
| 199 | 2019-2020 | Bathula Rajkumar | UG | 2020 | $\begin{aligned} & \text { SBP Corp - Naresh - } \\ & 9948904741 \end{aligned}$ | 1.90 LPA | -------: |
| 200 | 2019-2020 | Bottuminchi Devendeer Rao | UG | 2020 | SBP Corp - Naresh - $9948904741$ | 1.90 LPA | ------- |
| 201 | 2019-2020 | Chilveru Vinay Kumar | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA |  |
| 202 | 2019-2020 | K Jagadeesh Kuamr | UG | 2020 | SBP Corp - Naresh - $9948904741$ | 1.90 LPA | i------- |
| 203 | 2019-2020 | K Raju | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA | ! $397-398$ ! |
| 204 | 2019-2020 | Kethavath Ravinaik | UG | 2020 | $\begin{aligned} & \text { SBP Corp - Naresh - } \\ & 9948904741 \end{aligned}$ | $109$ | $399-400$ |

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| 205 | 2019-2020 | M Satyanarayana | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 206 | 2019-2020 | Mallepoola Sravan Kumar | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA | 1------1 |
| 207 | 2019-2020 | Muchakurthi Sravan Kumar | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA | -------1 |
| 208 | 2019-2020 | Nakka Rohith | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA | :-6-----1 |
| 209 | 2019-2020 | P Vineeth | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA | \|r-----1 |
| 210 | 2019-2020 | Pasham Madhusudhan | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA |  |
| 211 | 2019-2020 | Putnuri Rohith | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA | - $413-414$ |
| 212 | 2019-2020 | Punna Sampath Kumar | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA | \|----616 |
| 213 | 2019-2020 | T Roopesh Goud | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA | \|-------1 |
| 214 | 2019-2020 | Kondapalakala Sandeep Kumar | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA | - $419-420$ |
| 215 | 2019-2020 | Chikkula Srikanth | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA | \|------ 421 |
| 216 | 2019-2020 | Ammanabrolu Sai Karthik | UG | 2020 | SBP Corp - Naresh 9948904741 | 1.90 LPA | ------723-424 |
| 217 | 2019-2020 | Arla Harish Reddy | UG | 2020 | SBP Corp - Naresh 9948904741 | DRINCIP | $\text { i } 425-426$ |

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| 218 | $2019-2020$ | Baddam Sandeep Reddy | UG | 2020 | SBP Corp - Naresh - <br> 9948904741 | 1.90 LPA | 1.90 LPA |
| :---: | :---: | :--- | :---: | :---: | :--- | :--- | :--- |
| 219 | $2019-2020$ | Baddam Vamshi Vardhan <br> Reddy | UG | 2020 | SBP Corp - Naresh - <br> 9948904741 | 1.90 LPA | 1.90 LPA |

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| 231 | 2019-2020 | Kambalapally Pavan | UG | 2020 | Vistex - Ms Anuradha 9989948371 | 3.0 LPA | $\left\lvert\, \begin{aligned} & ------- \\ & 483-490 \\ & ------1\end{aligned}\right.$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 232 | 2019-2020 | Kathroju Krishna | UG | 2020 | Vistex - Ms Anuradha 9989948371 | 3.0 LPA | - $491-498$ |
| 233 | 2019-2020 | Koppisetti Saivikas | UG | 2020 | Vistex - Ms Anuradha 9989948371 | 3.0 LPA | --------1 |
| 234 | 2019-2020 | Vinaya Unnithan | UG | 2020 | Delasoft - Mr kiran 9704000040 | 2.94 LPA | ------15! |
| 235 | 2019-2020 | B Mohith | UG | 2020 | Delasoft - Mr kiran - $9704000040$ | 2.94 LPA | --------1 |
| 236 | 2019-2020 | Koppisetti Sumanth Durga Prasad | UG | 2020 | Delasoft - Mr kiran 9704000040 | 2.94 LPA | ! |
| 237 | 2019-2020 | Mutyala Vivek | UG | 2020 | Delasoft - Mr kiran 9704000040 | 2.94 LPA | --------7 |
| 238 | 2019-2020 | Mylavarapu Srinivasa Kalyan | UG | 2020 | Delasoft - Mr kiran 9704000040 | 2.94 LPA | \|r------1 |
| 239 | 2019-2020 | Nallabati Sai Charan | UG | 2020 | Delasoft - Mr kiran 9704000040 | 2.94 LPA | -------7 |
| 240 | 2019-2020 | Nuneti Sai Kumar | UG | 2020 | Delasoft - Mr kiran 9704000040 | 2.94 LPA | - $561-569$ |
| 241 | 2019-2020 | P Lokesh | UG | 2020 | Delasoft - Mr kiran 9704000040 | 2.94 LPA | --------7 |
| 242 | 2019-2020 | V Jyoshna | UG | 2020 | Tripod - Pratap 8790325026 | 2.0 LPA | [---- |
| 243 | 2019-2020 | U Sarika | UG | 2020 | Tripod - Pratap 8790325026 | 40 LPA |  |

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| 244 | $2019-2020$ | G Sai Kiran | UG | 2020 | Tripod - Pratap - <br> 8790325026 | 2.0 LPA | 2.0 LPA |
| :--- | :--- | :--- | :---: | :---: | :--- | :---: | :---: |

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| 255 | 2019-2020 | P Uday Kumar | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - $8885785386$ | 2.2 LPA |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 256 | 2019-2020 | Yerram Maniraj | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - <br> 8885785386 | 2.2 LPA | \|-------1 |
| 257 | 2019-2020 | V Shiva Kumar | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - <br> 8885785386 | 2.2 LPA | -------1 |
| 258 | 2019-2020 | Singaboina Chandrasekhar | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - $8885785386$ | 2.2 LPA | !-------' |
| 259 | 2019-2020 | Bathula Rajkumar | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya 8885785386 | 2.2 LPA | \|--------1 |
| 260 | 2019-2020 | Putunuri Rohith | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - <br> 8885785386 | 2.2 LPA | !--------7 |
| 261 | 2019-2020 | Guguloth Suraj | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - $8885785386$ | 2.2 LPA |  |
| 262 | 2019-2020 | Thatipally Vijaybhaskar | UG | 2020 | SPR Human Capital Solutions - Ms Divya 8885785386 | 2.2 LPA |  |
| 263 | 2019-2020 | S Harish | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - <br> 8885785386 | 2.2 LPA | -------6 |
| 264 | 2019-2020 | Makka Naveen | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - <br> 8885785386 | $2.2 \mathrm{LPA}$ | $640-643$ |

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| 265 | 2019-2020 | M Naveen | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - $8885785386$ | 2.2 LPA | '---------' |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 266 | 2019-2020 | Beesu Chandu | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - <br> 8885785386 | 2.2 LPA | \|--------1 |
| 267 | 2019-2020 | Chityala Anand | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - $8885785386$ | 2.2 LPA | -------- |
| 268 | 2019-2020 | Punnuri Rajinikanth | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - <br> 8885785386 | 2.2 LPA | ---------- |
| 269 | 2019-2020 | R Naveen Kanna | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - <br> 8885785386 | 2.2 LPA | --------- |
| 270 | 2019-2020 | Ratan Rakesh Rao | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - <br> 8885785386 | 2.2 LPA | \|--------' |
| 271 | 2019-2020 | Sandeep Gupta | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - <br> 8885785386 | 2.2 LPA |  |
| 272 | 2019-2020 | Savili Pavankumar | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - <br> 8885785386 | 2.2 LPA | 边 |
| 273 | 2019-2020 | Syed Danish | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - <br> 8885785386 | 2.2 LPA | (1) |
| 274 | 2019-2020 | Syed Rahman | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya <br> 8885785386 | $2 \mathrm{LJ}$ | $680-683$ |

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| 275 | 2019-2020 | Ummadisetti Bharghav Sai Kumar | UG | 2020 | SPR Human Capital Solutions - Ms Divya 8885785386 | 2.2 LPA |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 276 | 2019-2020 | Vanamala Sai Mani | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - <br> 8885785386 | 2.2 LPA | --------' |
| 277 | 2019-2020 | Varla Rajashekar | UG | 2020 | SPR Human Capital Solutions - Ms Divya 8885785386 | 2.2 LPA | -------7 |
| 278 | 2019-2020 | Yalamaddi Vamshi | UG | 2020 | SPR Human Capital Solutions - Ms Divya 8885785386 | 2.2 LPA | (-------- |
| 279 | 2019-2020 | Enukonda Harikrishan | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - $8885785386$ | 2.2 LPA | (1) |
| 280 | 2019-2020 | Indla Jayasurya | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - <br> 8885785386 | 2.2 LPA |  |
| 281 | 2019-2020 | Thanda Kranthi Kumar | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - <br> 8885785386 | 2.2 LPA | ¢-------- |
| 282 | 2019-2020 | P Rajendar Reddy | UG | 2020 | SPR Human Capital <br> Solutions - Ms Divya - <br> 8885785386 | 2.2 LPA | \|-------- |
| 283 | 2019-2020 | Om Sai Charan | UG | 2020 | SPR Human Capital Solutions - Ms Divya 8885785386 | 2.2 LPA | :------- |
| 284 | 2019-2020 | A Saikumar Reddy | UG | 2020 | SPR Human Capital Solutions - Ms Divya 8885785386 | $0^{2.2 \mathrm{LPA}}$ | $720-723$ |

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| 285 | 2019-2020 | K Mahender | UG | 2020 | Adecco India Pvt Ltd - <br> Ms Fatima - <br> 80008852862 | 1.86 LPA |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 286 | 2019-2020 | A Sowmya | UG | 2020 | Adecco India Pvt Ltd - <br> Ms Fatima - <br> 80008852862 | 1.86 LPA | -------1 |
| 287 | 2019-2020 | T Birbal | UG | 2020 | Adecco India Pvt Ltd Ms Fatima 80008852862 | 1.86 LPA | \|--------7 |
| 288 | 2019-2020 | T G Prasanna Kumar | UG | 2020 | Adecco India Pvt Ltd - <br> Ms Fatima - <br> 80008852862 | 1.86 LPA | \|l------- ${ }^{\text {- }}$ |
| 289 | 2019-2020 | Raghumaha Reddy | UG | 2020 | Adecco India Pvt Ltd Ms Fatima 80008852862 | 1.86 LPA | \|-------- |
| 290 | 2019-2020 | Velpula Nagaraju | UG | 2020 | Adecco India Pvt Ltd Ms Fatima 80008852862 | 1.86 LPA | (--------1 |
| 291 | 2019-2020 | Thirupathi | UG | 2020 | Adecco India Pvt Ltd - <br> Ms Fatima - <br> 80008852862 | 1.86 LPA | \|---------' |
| 292 | 2019-2020 | Shaik Sajed Ali | UG | 2020 | Adecco India Pvt Ltd - <br> Ms Fatima - <br> 80008852862 | 1.86 LPA | \|--------1 |
| 293 | 2019-2020 | A Sai Kumar | UG | 2020 | Adecco India Pvt Ltd Ms Fatima 80008852862 | 1.86 LPA | :--------: |
| 294 | 2019-2020 | Potru Siva Krishna | UG | 2020 | Adecco India Pvt Ltd - <br> Ms Fatima - <br> 80008852862 | $86 \mathrm{LPA}$ | $\begin{array}{\|l\|} \hline-x----7 \\ 1769-773 \\ \hline \end{array}$ |

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| 295 | 2019-2020 | Guguloth Praveen | UG | 2020 | Adecco India Pvt Ltd - <br> Ms Fatima - <br> 80008852862 | 1.86 LPA |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 296 | 2019-2020 | Aluguvelli Sowmya | UG | 2020 | Adecco India Pvt Ltd - <br> Ms Fatima - <br> 80008852862 | 1.86 LPA | !--------1 |
| 297 | 2019-2020 | Avula Satheesh | UG | 2020 | Adecco India Pvt Ltd Ms Fatima 80008852862 | 1.86 LPA | ! $784-788$ |
| 298 | 2019-2020 | Avulakani Mahipal | UG | 2020 | Adecco India Pvt Ltd Ms Fatima 80008852862 | 1.86 LPA | : |
| 299 | 2019-2020 | D Prasad | UG | 2020 | Adecco India Pvt Ltd Ms Fatima 80008852862 | 1.86 LPA | --------1 |
| 300 | 2019-2020 | Darshanam Karan | UG | 2020 | Adecco India Pvt Ltd Ms Fatima 80008852862 | 1.86 LPA | ---------1 |
| 301 | 2019-2020 | Gaddam Sai Kishore Netha | UG | 2020 | Adecco India Pvt Ltd Ms Fatima 80008852862 | 1.86 LPA | '--------1 |
| 302 | 2019-2020 | Gangi Raju | UG | 2020 | Adecco India Pvt Ltd Ms Fatima 80008852862 | 1.86 LPA | ---------1 |
| 303 | 2019-2020 | Vontela Anusha | UG | 2020 | $\begin{aligned} & \text { Cognizant - Mr Shiva } \\ & 9490925502 \end{aligned}$ | 4.01 LPA | \| |
| 304 | 2019-2020 | G Manasa | UG | 2020 | $\begin{aligned} & \text { Cognizant - Mr Shiva } \\ & 9490925502 \end{aligned}$ | 4.01 LPA | \|--------1 |
| 305 | 2019-2020 | T Santosh | UG | 2020 | $\begin{aligned} & \text { Cognizant - Mr Shiva } \\ & 9490925502 \end{aligned}$ | $.01$ | $832-840$ |

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| 306 | $2019-2020$ | Goutham Reddy | UG | 2020 | Amazon, Bharath <br> 9620999974 | 3.0 LPA | 3.0 LPA |
| :---: | :--- | :--- | :---: | :---: | :--- | :---: | :---: |

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| 318 | 2019-2020 | Esther | UG | 2020 | $\begin{array}{\|l} \text { Genpact - Ms Habbeb - } \\ 8328639062 \\ \hline \end{array}$ | 2.24 LPA | 1------76 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 319 | 2019-2020 | Krishna Chaitanya | UG | 2020 | $\begin{aligned} & \text { Genpact - Ms Habbeb - } \\ & 8328639062 \end{aligned}$ | 2.24 LPA | \|--66-866 |
| 320 | 2019-2020 | Sudheer Raj Kumar | UG | 2020 | CommLab India - Ms <br> Deepika - 9542699132 | 2.04 LPA | -867 |
| 321 | 2019-2020 | G Spurana | UG | 2020 | CommLab India - Ms Deepika - 9542699132 | 2.04 LPA | ! 868 |
| 322 | 2019-2020 | Sai Manvitha | UG | 2020 | CommLab India - Ms Deepika - 9542699132 | 2.04 LPA | -869 |
| 323 | 2019-2020 | G Abhinav Reddy | UG | 2020 | CommLab India - Ms <br> Deepika - 9542699132 | 2.04 LPA | (870 |
| 324 | 2019-2020 | Sanjeevani Sutrave | UG | 2020 | CommLab India - Ms <br> Deepika - 9542699132 | 2.04 LPA | - |
| 325 | 2019-2020 | Anusha Mamidi | UG | 2020 | CommLab India - Ms Deepika - 9542699132 | 2.04 LPA | 872 |
| 326 | 2019-2020 | Alekhya | UG | 2020 | CommLab India - Ms <br> Deepika - 9542699132 | 2.04 LPA | 873 |
| 327 | 2019-2020 | Nalumasu Vamshi | UG | 2020 | HCL (Maintec) - Mr <br> Vishwa - 7259693218 | 3.5 LPA | '874 |
| 328 | 2019-2020 | Ganga Tharun | UG | 2020 | HCL (Maintec) - Mr Vishwa - 7259693218 | 3.5 LPA | --101 |
| 329 | 2019-2020 | Dheeraj Krishna N | UG | 2020 | HCL (Maintec) - Mr <br> Vishwa - 7259693218 | 3.5 LPA | :876 |
| 330 | 2019-2020 | Pendyala Arun Kumar | UG | 2020 | HCL (Maintec) - Mr <br> Vishwa - 7259693218 | $3.5 \mathrm{LPA}$ | $877$ |

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www.aietg.ac.in email: principal.avanthi@gmail.com

| 331 | 2019-2020 | Bhargavi Vaddireddy | UG | 2020 | HCL (Maintec) - Mr <br> Vishwa - 7259693218 | 3.5 LPA | '----1 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 332 | 2019-2020 | Lakshmi Soumya | UG | 2020 | HCL (Maintec) - Mr <br> Vishwa - 7259693218 | 3.5 LPA | --7-7 |
| 333 | 2019-2020 | Saikumar | UG | 2020 | $\begin{aligned} & \hline \text { HCL (Maintec) - Mr } \\ & \text { Vishwa - } 7259693218 \end{aligned}$ | 3.5 LPA | - 880 |
| 334 | 2019-2020 | Kammari Srujana | UG | 2020 | HCL (Maintec) - Mr <br> Vishwa - 7259693218 | 3.5 LPA | --1 |
| 335 | 2019-2020 | Aishwarya Aravally | UG | 2020 | HCL (Maintec) - Mr <br> Vishwa - 7259693218 | 3.5 LPA | -182 |
| 336 | 2019-2020 | Sunil Kumar Lakkoji | UG | 2020 | HCL (Maintec) - Mr <br> Vishwa - 7259693218 | 3.5 LPA | -----1 |
| 337 | 2019-2020 | Vemishetty Tejaswi | UG | 2020 | HCL (Maintec) - Mr <br> Vishwa - 7259693218 | 3.5 LPA | !---1 |
| 338 | 2019-2020 | AMBATI ANAND | PG | 2020 | SS \& C Rajender 8106637110 | 2.31LPA | - 885 |
| 339 | 2019-2020 | B NARESH | PG | 2020 | SUTHERLAND Pvt <br> Ltd - Ms Durga - <br> 8790652410 | 2.5LPA | - |
| 340 | 2019-2020 | B RAVINDAR REDDY | PG | 2020 | TekWorks - Rakesh 9182616657 | 2.80LPA | --787 |
| 341 | 2019-2020 | B YADAIAH | PG | 2020 | SS \& C Rajender 8106637110 | 2.31LPA | '---7 |
| 342 | 2019-2020 | GUDUPU RAJESH | PG | 2020 | DXCTECHNOLGY - <br> Mr Ashok - <br> 04422628101 |  | '-------- |

## AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

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www.aietg.ac.in email: principal.avanthi@gmail.com

| 343 | $2019-2020$ | BALLA BHANU <br> PRASAD | PG | 2020 | TekWorks - Rakesh - <br> 9182616657 | 2.80 LPA | 2.10 LPA |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |


| 355 | $2019-2020$ | JESSU DIVYA | PG | 2020 | SUTHERLAND Pvt <br> Ltd - Ms Durga - <br> 8790652410 | 2.5 LPA | 2.5 LPA |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |

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www.aietg.ac.in email: principal.avanthi@gmail.com

| 367 | $2019-2020$ | PAMPARTHI ANITHA | PG | 2020 | GlobalLogic Pvt Ltd - <br> Dastagir - 9949341507 | 2.10 LPA | 2.5 LPA |
| :---: | :---: | :--- | :---: | :---: | :--- | :---: | :---: |


|  |  |  |  |  | 8790652410 |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 379 | 2019-2020 | TAMVADA PRADHYUMNA | PG | 2020 | Vincloud Solutions <br> Praveen -9705703478 | 2.5 LPA | :948-951 |
| 380 | 2019-2020 | SAKALA SUCHITRA | PG | 2020 | DXCTECHNOLGY - <br> Mr Ashok - <br> 04422628101 | 2.5LPA | 952 |
| 381 | 2019-2020 | TATI VENKATADRI NAIDU | PG | 2020 | SS\& C Rajender 8106637110 | 2.5LPA | --6----1 |
| 382 | 2019-2020 | THATTI ANIKETH | PG | 2020 | Vincloud Solutions <br> Praveen -9705703478 | 2.5 LPA | -------7 |
| 383 | 2019-2020 | BOINI PRASAD | PG | 2020 | SUTHERLAND Pvt <br> Ltd - Ms Durga - <br> 8790652410 | 2.5LPA | ------ |
| 384 | 2019-2020 | NALLA ANIL | PG | 2020 | SS\& C Rajender 8106637110 | 2.5LPA |  |
| 385 | 2019-2020 | K VINAY KUMAR | PG | 2020 | TekWorks - Rakesh 9182616657 | 2.80LPA | 1---1 |
| 386 | 2019-2020 | THOTA DEEKSHA | PG | 2020 | Vincloud Solutions <br> Praveen -9705703478 | 2.5 LPA | !-------1 |
| 387 | 2019-2020 | VALLEPU <br> THIRUPATHI RAO | PG | 2020 | SUTHERLAND Pvt <br> Ltd - Ms Durga - <br> 8790652410 | 2.5LPA | '965 |
| 388 | 2019-2020 | VELMINETI <br> VINEESHA | PG | 2020 | DXCTECHNOLGY - <br> Mr Ashok - <br> 04422628101 | 2.5LPA | -----: |
| 389 | 2019-2020 | YADAGIRI RAVALI | PG | 2020 | TekWorks - Rakesh 9182616657 |  | $967$ |


| 390 | 2019-2020 | YERRA SHALINI | PG | 2020 | GlobalLogic Pvt Ltd - <br> Dastagir - 9949341507 | 2.5LPA | :968-969 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 391 | 2019-2020 | ALESHWAR VIJAY KUMAR | PG | 2020 | Vincloud Solutions <br> Praveen -9705703478 | 2.5 LPA | ! $970-973$ \| |
| 392 | 2019-2020 | GONDI SHIRISHA | PG | 2020 | SS\& C Rajender 8106637110 | 2.5LPA | -9--1 |



## TAT

## Offer: Computer Consultancy <br> Ref: TCSLIDT20195385770/Hyderabad <br> Date: 13/09/2019

Dear Omprasad

## 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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto Rs.60,000 during the first year.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 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria \& you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms \&

Tata Consultancy Services Limited
Te: 914066672000 Fax 914066672222 Website: whww.tcs.com Registered Office Nirmal Building, Ph Floor, Nariman Point, Mumbai 400 Dad

TCS Careers Serviceline: 18002093111 Email careentercs. soy

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## 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 $B o B$ 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-distributet PRe BoB
amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

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

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

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

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance Pay will be effective upon successful completion of the TCS Xplore

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.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

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

## TRTR

HIS offers the following benefits:

## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up 'to ${ }^{`} 6,000 /$ - per insured person per annum and basic hospitalization expenses up to $2,00,000 /$ per insured person per annum.
ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.
2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.
i. Entitlement - You and your enrolled dependants will be entitled for ${ }^{`} 12,00,000 /-$ as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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

## TATR

## RETIRALS

## Provident Fund

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

## Gratuity

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

## TERMS AND CONDITIONS

## 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of $60 \%$ or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions \& proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## 3. Training Period

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

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 4. Working Hours

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

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

## 6. Compensation Structure / Salary components

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

## 7. Increments and Promotions

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


## TATA

## 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 pubiic 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 PolicyInternational 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 eapope changes to the
said terms and conditions in case of deputation on international assignments.

## 13. TÂTA Code of Conduct

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

## 14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shail be appiicabie if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL $\begin{gathered} \\ 50,000 /- \text { in case you fail to serve TCSL for a minimum }\end{gathered}$ period of 1 year after joining in accordance with the Service Agreement clause.

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

## 15. Retirement

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

## 16. Pre-employment Medical Certificate

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

## 17. Employment of Non Indian Citizens

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

## 18. Background Check

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

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets \& Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter \& Experience letter from your previous employer

The original documents will be returned to you after verification.
In addition to the above original documents, Please carry Xerox copies of the below
documents
*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal \& Bhutan Citizenship)
*Passport
*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

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

## 22. Rules and Regulations of the Company

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

## 23. Compliance to all clauses

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

## Withdrawal of Offer

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

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

We look forward to having you in our global team
Yours Sincerely,

## For TATA Consultancy Services Limited



## K Ganesan

Global Head Talent Acquisition \& AIP


Click here or use a QR code scanner from your mobile to validate the offer letter

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


GROSS SALARY SHEET
Annexure 1

| Name | Omprasad |
| :---: | :---: |
| Designation | Assistant System Engineer-Trainee |
| Institute Name | Avanthi Institute Of Engineering And Technology |

Table 1: Compensation Details (All Components in INR)

| Component Category | ivionthiy | Annuai |
| :--- | :---: | :---: |
| 1) Fixed Compensation |  |  |
| Basic Salary | 10,200 | $1,22,400$ |
| Bouquet Of Benefits \# | 13,000 | $1,56,000$ |
| 2) Performance Pay** |  |  |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| 3) City Allowance | 200 | 2,400 |
| 4) Ânnuai Components/Retirais |  |  |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,224 | 14,688 |
| Gratuity | 490 | 5,887 |
| Total of Annual Components \& Retirals | 1,715 | 28,475 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 27,415 | $3,36,875$ |
| Xplore/ Learning Incentive ${ }^{* * * *}$ |  | Upto 60,000 |

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme. **The Performance Pay is applicable upon successful completion of the TCS Xplore 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.
**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

Annexure 2


## Annexure 3

## Confidentiality and IP Terms and Conditions

## Confidentiality and IP Terms and Conditions - Annexure 3:

## 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:
(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
(d) Customer and prospective customer lists, and
(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

## TAT

2. Associate's Obligations

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

## 3. Intellectual Property Rights

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


# TATA CONSULTANCY SERVICES 

Tata Consultancy Services Limited

## 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowiedge of the Confidential information of TCS and that such Confidentiai information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.
5. Use of third party material

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

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

## 7. Restriction on Associate's Rights

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

## 8. No License

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


## 9. Equitable Rights

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

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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 Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.


Offer: Computer Consultancy<br>Ref: TCSL/DT20195385767/Hyderabad<br>Date: 13/09/2019

Ms. Thanmayi Nagulapati
31-32,Kamma Seva Sangam HostelSaraswathi Nager, Rain Bow Hospital, Hyderabad-500074, Telangana. Tel\# 91-7730091205

Dear Thanmayi Nagulapati,

## 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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto Rs.60,000 during the first year.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 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria \& you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms \&

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## 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 "Ulitimatix", 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.

## 5. 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.
6. 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 review and may change as per TCSL's compensation policy.

## 6. Food Card

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

PERFORMANCE PAY

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

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

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

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance Pay will be effective upon successful completion of the TCS Xplore

CITY ALLOWANCE
You will be eligible for a City Allowance of 2001- 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.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs. 60,000 over and above your CTC during the first year.

OTHER BENEFITS

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

TCS Confidential TCSL/DT20195385767

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.
iv.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.

## 4. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.
i. Entitlement - You and your enrolled dependants will be entitled for ${ }^{`} 12,00,000 /-$ as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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

## RETIRALS

## Provident Fund

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

## Gratuity

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

## TERMS AND CONDITIONS

## 5. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of $60 \%$ or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard KIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

## 6. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions \& proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Splore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through JGS Splore, well before your expected date of joining to avoid delays in onboarding.

## TAT

## 13. Training Period

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

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 14. 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.

## 15. 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.
16. 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.

## 17. 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.


## 18. 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.

## 19. 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.

## 20. 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.

## 21. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India PolicyInternational 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.

## 22. 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.

## 15. TÂTÂ Code of Conduct

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

## 14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shail be applicabie if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

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

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

## 23. 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.
24. 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.

## 25. 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.

## 26. 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

## TRTR

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.

## 21. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets \& Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter \& Experience letter from your previous employer

The original documents will be returned to you after verification.
In addition to the above original documents, Please carry Xerox copies of the below

# TATA 

documents
*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicabie for Nepal \& Bhutan Citizenship)
*Passport
*NSR E-Card

## 28. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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.

## 29. 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.
30. 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.

## 31. 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 <br> Global Head Talent Acquisition \& AIP



Click here or use a QR code scanner from your mobile to validate the offer letter

## Encl: Annexure 1: Benefits and Gross Salary

Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET
Annexure 1

| Name | Omprasad |
| :---: | :---: |
| Designation | Assistant System Engineer-Trainee |
| Institute Name | Avanthi Institute Of Engineering And Technology |

Table 1: Compensation Details (All Components in INR)

| Component Category | Mionthiy | Annuai |
| :--- | :---: | :---: |
| 1) Fixed Compensation |  |  |
| Basic Salary | 10,200 | $1,22,400$ |
| Bouquet Of Benefits \# | 13,000 | $1,56,000$ |
| 2) Performance Pay** |  |  |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| 3) City Allowance | 200 | 2,400 |
| 4) Ânnuai Components/Retirais |  |  |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,224 | 14,688 |
| Gratuity | 490 | 5,887 |
| Total of Annual Components \& Retirals | 1,715 | 28,475 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 27,415 | $3,36,875$ |
| Xplore/ Learning Incentive**** |  | Upto 60,000 |

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore

Programme. **The Performance Pay is applicable upon successful completion of the TCS Xplore 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.
**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS
Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

## Annexure 2

| Ahmedabad <br> Lead - ILP <br> Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ, Plot \# 41, Gandhinagar - 382007 | ```Bangalore Lead - ILP Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase 11, Bangalore - 560100,Karnataka``` |
| :---: | :---: |
| BUBANESHWAR <br> lead ILP <br> Tata Consultancy Services Limited, <br> Barabati, IRC Block, Ground floor, (UNIT-II) - BARBATI <br> SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. <br> 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, <br> Bhubaneswar - 751024 | Chennai <br> lead-tlp <br> Tata Consultancy Services Limited, <br> 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| DELHI - Gurgoan <br> Lead-MP <br> Tata Consuitancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon Faridabad Road, Gawal Pahari, Gurgaon-122003, Haryana | DELHI - Noida <br> Lead-llp <br> Tata Consultancy Services Limited, <br> Plot No. A-44 \& A-45, Ground, 1st to Sth Floor \& 10th <br> floor, Galaxy Business Park, Block - C \& D, Sector - 62, <br> Noida - 201 309,UP |
| Guwahati <br> Lead-ILP <br> Tata Consultancy Services Limited, <br> 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - <br> 781006,Assam | Hyderabad <br> Lead - ILP <br> Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad, |
| INDORE <br> Lead - ILP <br> Tata Consultancy Services Limited, <br> IT/ITES SEZ, Scheme No. 151 \& 169-B, Super Corridor, <br> Village Tigariya Badshah \& Bada Bangarda, Tehsil <br> Hatod, indore - 452018 , <br> Madhya Pradesh | KOLKATA <br> Lead - ILP <br> Tata Consultancy Services Limited, <br> Ecospace 1B building, 2nd Floor, Plot - HF/12, <br> New Town, Rajarhat, Kolkata - 700160, <br> West Bengal OR <br> Auditoriurn,2nd Floor, Wanderers Building, <br> Delta Park - Lords |
| KOCHI <br> Lead-ILP <br> Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042 | ```MUMBAI Lead - ILP Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606``` |
| NAGPUR <br> Lead - ILP <br> Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | PUNE <br> Lead - ILP <br> Tata Consultancy Services Limited, <br> Plot No. 2 \& 3, MIDC-SEZ, Rajiv Gandhi infotech Park, <br> Hinjewadi Phase III, <br> Pune - 411057,Maharashtra |
| ```Trivandrum lead-ItP Tata Consultancy Services Limited, Peepul Park, Technopark Campus,Kariyavattom P.O. Trivandrum - 695581``` |  |

## Confidentiality and IP Terms and Conditions

## Confidentiality and IP Terms and Conditions - Annexure 3:

## 3. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:
(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
(d) Customer and prospective customer lists, and
(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

## 6. Associate's Obligations

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

## 7. Intellectual Property Rights

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


## 14. Prior knowledge

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

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

## 16. Security policies and Guidelines.

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

## 17. Restriction on Associate's Rights

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

## 18. No License

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

## 13. Equitable Rights

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

## 14. General

(i) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
(j) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
(k) 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.
(I) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(i) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
(j) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

# Offer: Computer Consultancy <br> Ref: TCSL/DT20195385781/Hyderabad <br> Date: 13/09/2019 

Dear Chandrasekhar

## 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 ${ }^{\prime} 3,36,875 /$ - per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto Rs.60,000 during the first year.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 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria \& you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms \&

TMTR
Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## 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.

## 3. 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.

## 4. 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 review and may change as per TCSL's compensation policy.

## 5. Food Card

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

PERFORMANCE PAY

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

## Quarterly Variable Allowance `

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

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

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance Pay will be effective upon successful completion of the TCS Xplore

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.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs. 60,000 over and above your CTC during the first year.

OTHER BENEFITS

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

TRTA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500081 India
Tel 9740 G6G? 2000 Fax 974060072222 Website wwwe tes. 900 m

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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.
iii. 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.

## 3. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.
i. Entitlement - You and your enrolled dependants will be entitled for ${ }^{`} 12,00,000 /-$ as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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

## RETIRALS

## Provident Fund

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

## Gratuity

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

## TERMS AND CONDITIONS

## 3. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of $60 \%$ or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

## 4. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions \& proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## 8. Training Period

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

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 9. 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.

## 10. 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.

## 11. 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.

## 12. 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.

## 13. 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 pubiic or private office, honorary or remunerative, without the prior written permission of TCSL.

## 14. 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.

## 15. 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.

## 16. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India PolicyInternational 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.

## 17. Terms and Conditions

The above terms and conditions are specific to India and there can bechanges to the

## TATA

said terms and conditions in case of deputation on international assignments.

## 14. TÂTÂ Code of Conduct

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

## 14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shail be appiicabie if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

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

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

## 19. 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.

## 20. 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.

## 21. 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.

## 22. Background Check

Your association with TCSL will be subject to a background check in line with TCSV's background check policy. A specially appointed agency will conduct internatand external

## TATA

background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets \& Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter \& Experience letter from your previous employer

The original documents will be returned to you after verification.
In addition to the above original documents, Please carry Xerox copieds of the-below

# TAT 

documents
*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal \& Bhutan Citizenship)
*Passport
*NSR E-Card

## 24. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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.

## 25. 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.

## 26. 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.

## 27. 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 <br>  <br> K Ganesan <br> Global Head Talent Acquisition \& AIP

Encl: Annexure 1: Benefits and Gross Salary

Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms


Click here or use a QR code scanner from your mobile to validate the offer letter

GROSS SALARY SHEET
Annexure 1

| Name | Chandrasekhar |
| :---: | :---: |
| Designation | Assistant System Engineer-Trainee |
| Institute Name | Avanthi Institute Of Engineering And Technology |

Table 1: Compensation Details (All Components in INR)

| Component Category | Mionthiy | Annuai |
| :--- | :---: | :---: |
| 1) Fixed Compensation |  |  |
| Basic Salary | 10,200 | $1,22,400$ |
| Bouquet Of Benefits\# | 13,000 | $1,56,000$ |
| 2) Performance Pay** |  |  |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| 3) City Allowance | 200 | 2,400 |
| 4) Ânnuai Components/Retirais |  |  |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,224 | 14,688 |
| Gratuity | 490 | 5,887 |
| Total of Annual Components \& Retirals | 1,715 | 28,475 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 27,415 | $3,36,875$ |
| Xplore/ Learning Incentive**** |  | Upto 60,000 |

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore

Programme. **The Performance Pay is applicable upon successful completion of the TCS Xplore 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.
**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

Annexure 2

| Ahmedabad <br> Lead - ILP <br> Tata Consultancy Services Limited, Garima Park, IT/ITES SEZ, Plot \# 41, Gandhinagar - 382007 | Bangalore <br> Lead - ILP <br> Tata Consultancy Services Limited, <br> Gate 1, No 42, Think campus, Electronic City phase II, <br> Bangalore - 560100,Karnataka |
| :---: | :---: |
| BUBANESHWAR <br> Lead ILP <br> Tata Consultancy Services Limited, <br> Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI <br> SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. <br> 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, <br> Bhubaneswar - 751024 | Chennai <br> Lead It? <br> Tata Consultancy Services Limited, <br> 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| DELHI-Gurgoan <br> Lead-MP <br> Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon Faridabad Road, Gawal Pahari, <br> Gurgaon - 122003, Haryana | ```DELHI - Noida Lead-inp Tata Consultancy Services Limited, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP``` |
| Guwahati <br> Lead - ILP <br> Tata Consultancy Services Limited, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati 781006,Assam | Hyderabad <br> Lead - ILP <br> Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad, |
| INDORE <br> Lead - ILP <br> Tata Consultancy Services Limited, <br> IT/ITES SEZ, Scheme No. 151 \& 169-B, Super Corridor, <br> Village Tigariya Badshah \& Bada Bangarda, Tehsil <br> Hatod, Indore - 452018 , <br> Madhya Pradesh | ```KOLKATA Lead - HP Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - 11F/12, New Town, Rajarhat, Kolkata - 700160, West Bengel OR Auditoriurn,2nd Floor, Wanderers Building, Delta Park - Lords``` |
| KOCHI <br> Lead-ILP <br> Tata Consuitancy Services Limited, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042 | MUMBAI <br> Lead - ILP <br> Tata Consultancy Services Limited, <br> Yantra Park, Pokharan Road Number 2, TCS Approach <br> Rd, Thane West, Thane, Maharashtra - 400606 |
| NAGPUR <br> Lead - ILP <br> Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | ```PUNE Lead - ILP Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra``` |
| ```Trivandrum Lead-ILP Tata Consultancy Services Limited, Peepul Park, Technopark Campus,Kariyavattom P.O. Trivandrum-695581``` |  |

TATA

## Annexure 3

## Confidentiality and IP Terms and Conditions

## Confidentiality and IP Terms and Conditions - Annexure 3:

## 2. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:
(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
(d) Customer and prospective customer lists, and
(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

## 4. Associate's Obligations

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

## 5. Intellectual Property Rights

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


## 9. Prior knowledge

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

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

## 11. Security policies and Guidelines.

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

## 12. Restriction on Associate's Rights

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

## 13. No License

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

## 11. Equitable Rights

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

## 12. General

(e) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
(f) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
(g) 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.
(h) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(g) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
(h)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

## Provisional Offer Letter

To,
Mr/Ms.Sakshi

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and pest reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

HR Manager
Mohammad Shahid
Notous Technologies Pvt. Ltd.


Signature

## Provisional Offer Letter

To,
Min/RIs.Santosh

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

HR Manager
Mohammad Shahid
Notous Technologies Pvt. Ltd.


## Signature

## Provisional Offer Letter

To,
Mr/Ms.Tejasvi

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

HR Manager
Mohammad Shahid
Notous Technologies Pvt. Ltd.


Signature


## Provisional Offer Letter

To,
Mr/TMs.Manasa

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

HR Manager
Mohammad Shahid
Notous Technologies Pvt. Ltd.


Signature


## Provisional Offer Letter

To,
Mr/Ms.Sunil Kumar

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

HR Manager
Mohammad Shahid
Notus Technologies Pvt. Ltd.


## Signature

## Provisional Offer Letter

To,
Mr/Ms.K Sairam

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

HR Manager
Mohammad Shahid
Notous Technologies Pvt. Ltd.


Signature


## Provisional Offer Letter

To,
Mr/Ms. A Sudheer Rajkumar

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

HR Manager
Mohammad Shahid
Notous Technologies Pvt. Ltd.

## S.M. Anind

## Signature



PRINCIPAL
Avanthi Institute of Engg. \& Tech
Gunthapally (V), Abdullapurmet (MdI), R.R. Dist.

## Provisional Offer Letter

To;
Mr/Ms. Aitha Triveni

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

HR Manager
Mohammad Shahid
Notous Technologies Pvt. Ltd.


## Signature



PRINCIPAL
Avanthi Institute of Engg. \& Tech
Gunthapally (V), Abdullapurmet (MdI), R.R. Dist.

## Provisional Offer Letter

To,
Mr/Ms. Akshintala Sanjana

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

HR Manager
Mohammad Shahid
Notous Technologies Pvt. Ltd.


## Signature



## Provisional Offer Letter

To,
Mr/Ms. Arvapalll Harl Krishna

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

## HR Manager

Mohammad Shahid
Notous Technologies Pvt. Ltd.

## $S \cdot M \cdot X \sim$ nad

## Signature



PRINCIPAL


# Provisional Offer Letter 

To,
Mr/Ms. Atavali Keerthana Reddy

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

HR Manager
Mohammad Shahid
Notous Technologies Pvt. Ltd.


Signature


PRINCIPAL
Avanthi Institute of Engg. \& Tech Gunthapally (V), Abdullapurmet (MdI), R.R. Dist.

## Provisional Offer Letter

To,
Mr/Ms. Bachana Boina Mohit

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

HR Manager
Mohammad Shahid
Notous Technologies Pvt. Ltd.


Signature


PRINCIPAL
Avanthi Institute of Engg. \& Tech
Gunthapally (V), Abdullapurnet (Mdl), R.R. Dist.


## Provisional Offer Letter

To,
Mr/Ms. Burma Shivani

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

## HR Manager

Mohammad Shahid
Notous Technologies Pvt. Ltd.


Signature


PRINCIPAL


## Provisional Offer Letter

To,
Mr/Ms. Cherku Sravanthi

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

HR Manager
Mohammad Shahid
Notous Technologies Pvt. Ltd.


Signature



Avanthi Institute of Engg. \& Tech Avanthi Institute of (MdI), R.R. Dist.
Gunthapally (V), Abdullapurmet (

# Provisional Offer Letter 

To,
Mr/Ms. Cheruku Lalith Adithya Reddy

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

HR Manager
Mohammad Shahid
Notous Technologies Pvt. Ltd.


Signature


Avanthi Institute of Engg. \& Tech Gunthapally (V), Abdullapurmet (MdI), R.R. Dist.

NOTOUS

## Provisional Offer Letter

To,
Mr/Ms. Chimma Mahendar

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

## Date: 28/03/2019

Tentative joining Date: 02/09/2019

## HR Manager

## Mohammad Shahid

Notous Technologies Pvt. Ltd.


## Signature



## Provisional Offer Letter

To,
Mr/Ms. Lyadella Sumanth

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

HR Manager
Mohammad Shahid
Notous Technologies Pvt. Ltd.


## Signature

Avanthi Institute of Engg. \& Tech
Gunthapally ( $V$ ), Abdullapurnet (Md), R.R. Dist.

## Provisional Offer Letter

To,
Mr/Ms. Malyala Vineeth

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

## Date: 28/03/2019

Tentative joining Date: 02/09/2019

## HR Manager

Mohammad Shahid
Notous Technologies Pvt. Ltd.


## Signature



PRINCIPAL
Avanthi Institute of Engg. \& Tech
Gunthapally (V), Abdullapurmet (MdI), R.R. Dist.

## Provisional Offer Letter

To,
Mr/Ms. Mandadi Phanidhar Reddy

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

HR Manager
Mohammad Shahid
Notous Technologies Pvt. Ltd.


## Signature

## Provisional Offer Letter

To,
Mr/Ms. Mandalreddy Amulya

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

HR Manager
Mohammad Shahid
Notous Technologies Pvt. Ltd.


Signature

## Provisional Offer Letter

To,
Mr/Ms. Maripelly Vamshi

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

## HR Manager

Mohammad Shahid
Notous Technologies Pvt. Ltd.


## Signature



Avanthi Institutut of Engg. \& Tech
Gunthapally (M) Abuullapumel (Mal), R.R. Dist.

## Provisional Offer Letter

> To,

Mr/Ms. Peddi Rohit

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

## HR Manager

Mohammad Shahid
Notous Technologies Pvt. Ltd.


## Signature



Avanthi Institute of Engg. \& Tech
Gunthapally (V), Abdullapurmet (MdI), R.R. Dist.


## Provisional Offer Letter

To,
Mr/Ms. Pool Shashikumar Reddy

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

## HR Manager

Mohammad Shahid
Notous Technologies Pvt. Ltd.


## Signature



PRINCIPAL
Avanthi Institute of Engg. \& Tech


## Provisional Offer Letter

To,

Mr/Ms. Tanisha Mohite

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

## HR Manager

Mohammad Shahid
Notous Technologies Pvt. Ltd.


## Signature



PRINCIPAL
Avanthi Institute of Engg. \& Tech Gunthapally (V), Abdullapurmet (Md), R.R. Dist.

## Provisional Offer Letter

> To,

Mr/Ms. Thorilikonda Poojitha

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

HR Manager
Mohammad Shahid
Notus Technologies Pvt. Ltd.


Signature


PRINCIPAL
Avanthi Institute of Engg. \& Tech
Gunthapally (V), Abdullapurmet (Md), R.R. Dist.


# Provisional Offer Letter 

To,
Mr/Ms. Thotla Rajashekar

Greetings from Notous Technologies Pvt Ltd. You have been shortlisted for the position of Software Engineer at Notous Technologies Pvt Ltd., for a salary package of 1.2 Lakhs - 1.8 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 28/03/2019
Tentative joining Date: 02/09/2019

HR Manager
Mohammad Shahid
Notous Technologies Pvt. Ltd.


Signature


Avanthi Institute of Engg. \& Tech
Gunthapally (V), Abdullapurmet (MdI), R.R. Dist.

## 02- March-2021

## Goutham

## Avanthi Institute of Engineering and Technology

## Dear Goutham,

With reference to your application and the subsequent discussion(s) that we had, we are pieased to offer you Services IT Development Program Senior Associate II with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as Technical Graduate Trainee comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Companyshalldetermineasnecessary, theperiodoftrainingonthebasisofyourperformanceduringthetraining period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining thedurationoftrainingperiodshallvestsolelywiththeCompany.Onyourstartdate,pleasebringthedocuments as per AnnexureA.
During the training you will be given a stipend of Rs.12,000/- per month.
Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:
a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60\%aggregate.
b) Induction training on joining the Company with a minimum score of $65 \%$ in the final evaluation on completion of thetraining.
c) Oracle Certified Professional: Java SE 11 Developer (Code: Java SE 11 Developer1Z0-819)

On successful completion of your training, you will be appointed as a Services IT Development Program Senior Associate II in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your serviceswillbeconfirmed,extendedorterminatedinwriting. Tillsuchletterisissued, youwillcontinuetobeon probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. However if you successfully clear the Internal assessment conducted by NTT DATA before your onboarding as trainee on Java skill you will be entitled to a total compensation of Rs. $3,75,000 /$ - The retirement age is 62 years. This contract ofemploymentcanbeterminatedbyeitherpartybygivinganoticeperiodof30daysforemployeesonprobation and60daysforemployeeswhohavebeenconfirmedinyourSalaryGrade.Eitherpartyisnotboundtogiveany reasonsthereof.AnyretentionBonusifapplicablewilibedetaiiedinyourietterofempioymentandwilibesubject to the terms and conditions of your letter ofemployment.

Aformallettercommunicatingyourlocation(anywhereinIndiaandcanincludeCompany'saffiliateofficesacross India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requestedto submit the documents as per Annexure A. You shall be on the rolls of companies' establishment at Bangalore and this offershallbesubjecttojurisdictionofBangalore,Karnataka. Thisisanofferofappointment.Onyouracceptance, a detailed formal letter of appointment will be issued to you at the time ofjoining.

TheCompanyhasfiledanapplicationbeforetheNationalCompanyLawTribunal("NCLT")foramalgamationwith its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by theNCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing ServicesPrivateLimitedandtheoffershallbedeemedtobemadebyNTTDATAInformationProcessingServices Private Limited

Pleasenoteuponcompletionofmergeryouwillbeemployedbythesurvivingentityviz.,IPSandbysigningthis letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to themerger,


Regd. Office: NTT DATA Global Delivery Services Private Limited, Block 2, 2nd Floor, O7, Plot, No. 123, eplp phase II, Whitefield Industrial Area, Bangalore 560066 India Gunthatal

## Annexure A

At the time of joining, you are requested to bring the following documents in Original along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates \& mark sheets supporting your educationalqualifications:
a. Xth Certificate and mark sheet
b. XIIth Certificate and marksheet
c. Degree Certificate/Provisional Certificate and individual semester mark sheets,consolidated mark sheets, course completion certificate (for each graduation / postgraduation)
2. Three copies of your recent Passport size color photograph (whitebackground)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time ofjoining

For any further clarification you can mail to Campus.Connect@nttdata.com.
If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

## -DocuSigned by:

Umimala Sarkar
DD4D480B41314B9...
URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by 03-March-2021 to indicate your acceptance of this Offer. I agree \& accept employment on the terms and conditions mentioned in this letter


Date:
March 4, 2021 | 6:49 AM CST
Signature:
GOUTHAM


Confidential

## NTT DATA Global Delivery Services Private Limited

18 a 18 1, South End Road
Besavanagudi, Bangatore 560004 India
Tet +91.80 .2665 .9482 Faxi +91.80 .2653 .0912

## 12 Oct 19 <br> Thummala Santhosh

Avanthi Institute Of Engineering And Technology

## Dear Thummala Santhosh,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you Services IT Development Frogram Senior Ássociate II witi Nit Daia Givibai Delivery Sarvices Priyate Limited (hereinafter referred to as "the Company") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as Technical Graduate Trainee comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company unth you join for training.
You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

## During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:
a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of $60 \%$ aggregate.
b) Induction training on joining the Company with a minimum score of $65 \%$ in the final evaluation on completion of the training.
On successful completion of your training, you will be appointed as a Services IT Development Program Senior Associate II in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.
Your total compensation inclusive of all benefits will be Rs. 350,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.
A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make liecessary arrengements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

## Yours sincerely,

FOR NTT DATA GLOBAL. DELTVERY SERVICES PRIVATE LIMITED

## B B SRINTVASULU

## VICE PRESIDENT - TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by 12 Oct 19 to indicate your acceptance of this Offer. I agree \& accept employment on the terms and conditions mentioned in this letter.
(Thummala Santhosh)

## Annexure A

At the time of joining, you are requested to bring the following documents in Original along with two copies of each. The original certificates are required for verification only and will be returned the same day.

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2. Three copies of your recent Passport size color photograph (whitebackground)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time ofjoining

For any further clarification you can mail to Campus.Connect@nttdata.com.
If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

## Yours sincerely,

## FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

## DocuSigned by:

Umimala Sarkar
—DD4D480841314B9
URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by 03-March-2021 to indicate your acceptance of this Offer. I agree \& accept employment on the terms and conditions mentioned in this letter.


Date:
March 4, 2021 | 6:49 AM CST
SANTHOSH

## 2- March-2021

## Vemula Sai Manvitha

## Avanthi Institute of Engineering and Technology

Dear Vemula Sai Manvitha,
With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you Services IT Development Program Senior Associate II with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as Technical Graduate Trainee comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure $A$.
During the training you will be given a stipend of Rs.12,000/- per month.
Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:
a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of $60 \%$ aggregate.
b) Induction training on joining the Company with a minimum score of $65 \%$ in the final evaluation on completion of the training.
c) Oracle Certified Professional: Java SE 11 Developer (Code: Java SE 11 Developer 1Z0-819)

On successful completion of your training, you will be appointed as a Services IT Development Program Senior Associate II in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/-during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. However, if you successfully clear the Internal assessment conducted by NTT DATA before your onboarding as trainee on Java skill you will be entitled to a total compensation of Rs, $3,75,000 /$ - The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies' establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the scheme by the NCLT.

If the order of merger is received before your joining date, then all referendes to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically apmend \& to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by WTT FOKATACTFPGtmation Processing Services
Private Limited
Please note upon completion of merger you will be employed Avanthi Institute of Eng surivigdintityniz, WIPSPand by signing this letter you have accepted and agreed to be bound by the termsuahapabh ditibnsil of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

## Confidential

Regd. Office: NTT DATA Global Delivery Services Private Limited, Block 2, 2nd Floor, D7, Plot No. 123, EPIP Phase II, Whitefield Industrial

Area, Bangalore 560066

## Annexure $A$

At the time of joining, you are requested to bring the following documents in Original along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates \& mark sheets supporting your educational qualifications:
a. Xth Certificate and mark sheet
b. KIth Certificate and mark sheet
c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.
If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

## Yours sincerely,

FOR NTH DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

```
Docusigned by.
Umimala Sarkar
-DD4D480B41314B9
URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION
```

We request you to please read and sign the enclosed copy of this letter and return it by 03-March-2021 to Indicate your acceptance of this Offer. I agree \& accept employment on the terms and conditions mentioned in this letter.

Signature:


Date:
March 4, 2021 | 6:49 AM CST


Confidential

Reid. Office: NTT DATA Global Delivery Services Private Limited, Block 2, 2nd Floor, D7, Plot No. 123, EPIP Phase II,

## 3- March-2021

## Vontela Anusha

Avanthi Institute of Engineering and Technology
Dear Vontela Anusha,
With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you Services IT Development Program Senior Associate II with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as Technical Graduate Trainee comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.
During the training you will be given a stipend of Rs.12,000/- per month.
Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:
a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of $60 \%$ aggregate.
b) Induction training on joining the Company with a minimum score of $65 \%$ in the final evaluation on completion of the training.
c) Oracle Certified Professional: Java SE 11 Developer (Code: Java SE 11 Developer 1Z0-819)

On successful completion of your training, you will be appointed as a Services IT Development Program Senior Associate II in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. However, if you successfully clear the Internal assessment conducted by NTT DATA before your onboarding as trainee on Java skill you will be entitled to a total compensation of Rs. $3,75,000 /$ - The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies' establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.
The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential
Regd. Office: NTT DATA Global Delivery Services Private Limited, Block 2, 2rAN\&מhthith, Noltitute of Engg. \& Tecli Whitefield Industrial Area, Bangalore 560066

## Annexure $A$

At the time of joining, you are requested to bring the following documents in Original along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates \& mark sheets supporting your educational qualifications:
a. Xth Certificate and mark sheet
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c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment
form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.
If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

## Yours sincerely,

FOR NIT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

## DocuSigned by:

DD4D480841314B9.
URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by 03-March-2021 to indicate your acceptance of this Offer. I agree \& accept employment on the terms and conditions mentioned in this letter.

Signature:

Date:
March 4, 2021 | 6:49 AM CST


Reid. Office: NTT DATA Global Delivery Services Private Limited, Block 2, 2nd Floor, D7, Plot No. 123, EPIP Phase II,

## 4- March-2021

Y Mahender Reddy
Avanthi Institute of Engineering and Technology
Dear Y Mahender Reddy,
With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you Services IT Development Program Senior Associate II with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as Technical Graduate Trainee comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.
During the training you will be given a stipend of Rs. 12,000/- per month.
Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:
a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of $60 \%$ aggregate.
b) Induction training on joining the Company with a minimum score of $65 \%$ in the final evaluation on completion of the training.
c) Oracle Certified Professional: Java SE 11 Developer (Code: Java SE 11 Developer 1Z0-819)

On successful completion of your training, you will be appointed as a Services IT Development Program Senior Associate II in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. However, if you successfully clear the Internal assessment conducted by NTT DATA before your onboarding as trainee on Java skill you will be entitled to a total compensation of Rs. $3,75,000 /$ - The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requestedto submit the documents as per Annexure A. You shall be on the rolls of companies' establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited
Please note upon completion of merger you will be employed by the surviving entity viz, IRS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

## Annexure A

At the time of joining, you are requested to bring the following documents in Original along with two copies of each. The original certificates are required for verification only and will be returned the same day.

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For any further clarification you can mail to Campus.Connect@nttdata.com.
If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

## Yours sincerely, <br> FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

## Docusigned by:

Unmimala Sarkar

- 004448884131489

URMIMALA SARKAR
associate director - talent acquisition

We request you to please read and sign the enclosed copy of this letter and return it by 0.3-March-2021
to Indicate your acceptance of this Offer. I agree \& accept employment on the terms and conditions mentioned in this letter.

Signature:
$\frac{\text { Mahender Reddy }}{\text { r Mahender Reddy }}$
Date:
March 4, 2021 | 6:49 AM CST


PRINCIPAL
Avanthi Institute of Engg. \& Tech. Gunthapally (V), Abdullapurmet (MdI), R.R. Dist.

Regd. Office: NTT DATA Global Delivery Services Private Limited, Block 2, 2nd Floor, D7, Plot No. 123, EPIP Phase II, Whitefield Industrial

## 5- March-2021

## Akula Nitishkumar

Avanthi Institute of Engineering and Technology

Dear Akula Nitishkumar,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you Services IT Development Program Senior Associate II with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as Technical Graduate Trainee comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.
During the training you will be given a stipend of Rs.12,000/- per month.
Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:
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c) Oracle Certified Professional: Java SE 11 Developer (Code: Java SE 11 Developer 1Z0-819)

On successful completion of your training, you will be appointed as a Services IT Development Program Senior Associate II in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. However, if you successfully clear the Internal assessment conducted by NTT DATA before your onboarding as trainee on Java skill you will be entitled to a total compensation of Rs. $3,75,000 /$ - The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requestedto submit the documents as per Annexure A. You shall be on the rolls of companies' establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.
The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by sjgning this letter you have accepted and agreed to be bound by the terms and conditions of this trainke engagement letten and any other changes/amendments that may be required due to the merger.

## Confidential

Regd. Office: NTT DATA Global Delivery Services Private Limited Block 2, 2nd Floar, PRIManthi Institute of Engg.
 Whitefield Industrial

## Annexure A

At the time of joining, you are requested to bring the following documents in Original along with two copies of each. The original certificates are required for verification only and will be returned the same day.

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a. Xth Certificate and mark sheet
b. XIIth Certificate and mark sheet
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2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.
If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

## Yours sincerely,

FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED
DocuSigned by:
Unmimala Sarkar
DO4D480841314B9
URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by 03-March-2021 to indicate your acceptance of this Offer. I agree \& accept employment on the terms and conditions mentioned in this letter.
Signature: Nitist kumar
Date:
March 4, 2021 | 6:49 AM CST
Akula Nitishkumar


Regd. Office: NTT DATA Global Delivery Services Private Limited, Block 2, 2nd Floor, D7, Plot No. 123, EPIP Phase II,

## 6- March-2021

## Sireesha L

Avanthi Institute of Engineering and Technology
Dear Sireesha L,
With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you
Services IT Development Program Senior Associate II with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as Technical Graduate Trainee comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A .
During the training you will be given a stipend of Rs.12,000/- per month.
Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:
a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of $60 \%$ aggregate.
b) Induction training on joining the Company with a minimum score of $65 \%$ in the final evaluation on completion of the training.
c) Oracle Certified Professional: Java SE 11 Developer (Code: Java SE 11 Developer 1Z0-819)

On successful completion of your training, you will be appointed as a Services IT Development Program Senior Associate II in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. However, if you successfully clear the Internal assessment conducted by NTT DATA before your onboarding as trainee on Java skill you will be entitled to a total compensation of Rs. $3,75,000 /$ - The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies' establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Professing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entiey yia, IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainep Rthbglhent letter and any other changes/amendments that may be required due to the merger.

Confidential

## Annexure A

At the time of joining, you are requested to bring the following documents in Original along with two copies of each. The original certificates are required for verification only and will be returned the same day

1. Certificates \& mark sheets supporting your educational qualifications:

## a. Xth Certificate and mark sheet

b. XIIth Certificate and mark sheet
c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.
If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

## Yours sincerely,

FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED
-DocuSigned by:
Unmimala Sarkar
DD4D48084131489
URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION

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signature: Sireel her Date: March 4, 2021 | 6:49 AM CST


Avanthi Institute of Engg. \& Tech
Gunthapally (V), Abdullapurmet (MdI), R.R. Dist.
Confidential

## 7- March-2021

## Bathula Jashwanth

Reddy

## Avanthi Institute of Engineering and Technology

Dear Bathula Jashwanth Reddy,
With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you Services IT Development Program Senior Associate II with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as Technical Graduate Trainee comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.
During the training you will be given a stipend of Rs.12,000/- per month.
Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:
a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of $60 \%$ aggregate.
b) Induction training on joining the Company with a minimum score of $65 \%$ in the final evaluation on completion of the training.
c) Oracle Certified Professional: Java SE 11 Developer (Code: Java SE 11 Developer 1Z0-819)

On successful completion of your training, you will be appointed as a Services IT Development Program Senior Associate II in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/-during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. However, if you successfully clear the Internal assessment conducted by NTT DATA before your onboarding as trainee on Java skill you will be entitled to a total compensation of Rs. 3,75,000/- The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies' establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.
The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.
If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this traigee enbagement letter and any other changes/amendments that may be required due to the merger.

## Confidential

 Whitefield Industrial

## Annexure A

At the time of joining, you are requested to bring the following documents in Original along with two copies of each. The original certificates are required for verification only and will be returned the same day.

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4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.
If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

## Yours sincerely,

FOR NIT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED
Docusigned br:

```
Umimala Sarkar
——DD4D480841314B9...
URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION
```

We request you to please read and sign the enclosed copy of this letter and return it by 03-March-2021 to Indicate your acceptance of this Offer. I agree \& accept employment on the terms and conditions mentioned in this letter.

Signature:


Date:
March 4, 2021 | 6:49 AM CST
Bathula Jashwanth Ready

Avanthi Institute of Eng. \& Tech Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

## 8- March-2021

## Chilaka Tejareddy

## Avanthi Institute of Engineering and Technology

## Dear Chilaka Tejareddy,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you Services IT Development Program Senior Associate II with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as Technical Graduate Trainee comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

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During the training you will be given a stipend of Rs.12,000/- per month.
Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:
a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of $60 \%$ aggregate.
b) Induction training on joining the Company with a minimum score of $65 \%$ in the final evaluation on completion of the training.
c) Oracle Certified Professional: Java SE 11 Developer (Code: Java SE 11 Developer 1Z0-819)

On successful completion of your training, you will be appointed as a Services IT Development Program Senior Associate II in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. However, if you successfully clear the Internal assessment conducted by NTT DATA before your onboarding as trainee on Java skill you will be entitled to a total compensation of Rs, $3,75,000 /$ - The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requestedto submit the documents as per Annexure A. You shall be on the rolls of companies' establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

## Confidential

Regd. Office: NTT DATA Global Delivery Services Private Limited, Block 2, 2nd FlapipRThiidomil h2s, of Engg. \& Tech Whitefield Industrial Area, Bangalore 560066

## Annexure A

At the time of joining, you are requested to bring the following documents in Original along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates \& mark sheets supporting your educational qualifications:
a. Xth Certificate and mark sheet
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4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.
If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

## Yours sincerely,

## FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

## DocuSigned by:

Umimala Sarkar
D04D48084131489.
URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by 03-March-2021 to indicate your acceptance of this Offer. I agree \& accept employment on the terms and conditions mentioned in this letter.

Signature:


Date:
March 4, 2021 | 6:49 AM CST

## Kandikonda Narendar

## Avanthi Institute of Engineering and Technology

## Dear Kandikonda Narendar,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you Services IT Development Program Senior Associate II with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as Technical Graduate Trainee comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

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During the training you will be given a stipend of Rs.12,000/- per month.
Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:
a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of $60 \%$ aggregate.
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c) Oracle Certified Professional: Java SE 11 Developer (Code: Java SE 11 Developer 1Z0-819)

On successful completion of your training, you will be appointed as a Services IT Development Program Senior Associate II in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/-during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. However, if you successfully clear the Internal assessment conducted by NTT DATA before your onboarding as trainee on Java skill you will be entitled to a total compensation of Rs. $3,75,000 /$ - The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requestedto submit the documents as per Annexure $A$. You shall be on the rolls of companies' establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.


## Annexure A

At the time of joining, you are requested to bring the following documents in Original along with two copies of each. The original certificates are required for verification only and will be returned the same day

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## Yours sincerely,

## FOR NIT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

Docusigned by:
Unmimala Sarkar
-DD4D48084131489
URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by 03-March-2021 to indicate your acceptance of this Offer. I agree \& accept employment on the terms and conditions mentioned in this letter.


Date: March 4, 2021 | 6:49 AM CST Kandikonda Narendar

PRINCIPAL
PRINCIPAL
hi Institute of Eng. \& Tech Avanthi Institute of Eng. a
Gunthapally (V), Abdullapurmet (MaI), R.R. Dist.

## 10-March-2021

## V Manasa

## Avanthi Institute of Engineering and Technology

Dear V Manasa,
With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you Services IT Development Program Senior Associate II with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

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## Confidential Avanthi Institute of Eng. \& Tech

Regd. Office: NTT DATA Global Delivery Services Private Limited, Block 2, 2ndefldbeppolif Mibt No. 123, EPIP Phase II,
Area, Bangalore 560066

## Annexure A

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FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED
DocuSigned by:
Unmimala Sarkar
-DD4D480B41314B9
URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION

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Date:
March 4, 2021|6:49 AM CST


## 11-March-2021

## Konakanchi Ankitha

Avanthi Institute of Engineering and Technology
Dear Konakanchi Ankitha,
With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you Services IT Development Program Senior Associate II with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

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c) Oracle Certified Professional: Java SE 11 Developer (Code: Java SE 11 Developer 1Z0-819)

On successful completion of your training, you will be appointed as a Services IT Development Program Senior Associate II in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. However, if you successfully clear the Internal assessment conducted by NTT DATA before your onboarding as trainee on Java skill you will be entitled to a total compensation of Rs. $3,75,000 /$ - The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requestedto submit the documents as per Annexure $A$. You shall be on the rolls of companies' establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information processing Serviees
Private Limited

Please note upon completion of merger you will be employed by the surviving entitu VIZ., IPS andpysigning this letter you have accepted and agreed to be bound by the terms and conditions of this trapperngagemeng !ettel ach and any other changes/amendments that may be required due to the merger.

Confidential Avanthi Ins (itute of ElTY (Mdl), R.R. Dist.
Gunthapally (V), Abdullapurmel (M) Whitefield Industrial

## Annexure $A$

At the time of joining, you are requested to bring the following documents in Original along with two copies of each. The original certificates are required for verification only and will be returned the same day

1. Certificates \& mark sheets supporting your educational qualifications:
a. Xth Certificate and mark sheet
b. KIth Certificate and mark sheet
c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.
If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

## Yours sincerely,

FOR NIT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

## Docusigned by:

Unmimala Sarkar
-DD4D480B41314B9...
URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by 03-March-2021 to indicate your acceptance of this Offer. I agree \& accept employment on the terms and conditions mentioned in this letter.

Signature:


Date: March 4, 2021|6:49 AM CST
Konakanchi Ankitha


Reid. Office: NTT DATA Global Delivery Services Private Limited, Block 2, 2nd Floor, D7, Plot No. 123, EPIP Phase II, Whitefield Industrial

## 12-March-2021

## Madagoni Saiteja

## Avanthi Institute of Engineering and Technology

Dear Madagoni Saiteja,
With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you Services IT Development Program Senior Associate II with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as Technical Graduate Trainee comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure $A$.
During the training you will be given a stipend of Rs.12,000/- per month.
Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:
a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of $60 \%$ aggregate.
b) Induction training on joining the Company with a minimum score of $65 \%$ in the final evaluation on completion of the training.
c) Oracle Certified Professional: Java SE 11 Developer (Code: Java SE 11 Developer 1Z0-819)

On successful completion of your training, you will be appointed as a Services IT Development Program Senior Associate II in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. $350,000 /$ - during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. However, if you successfully clear the Internal assessment conducted by NTT DATA before your onboarding as trainee on Java skill you will be entitled to a total compensation of Rs. $3,75,000 /$ - The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies' establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

> The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT. If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity via, Ipsland by signing this letter you have accepted and agreed to be bound by the terms and conditionsof pisitfaingeineppgement letter and any other changes/amendments that may be required due to the merger. . PRINCifin . \& Tech Confidential

## Annexure A

At the time of joining, you are requested to bring the following documents in Original along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates \& mark sheets supporting your educational qualifications:
a. Xth Certificate and mark sheet
b. XIIth Certificate and mark sheet
c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.
If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

## Yours sincerely,

## FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

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Docusignes by:
Umimala Sarkar
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- O040488084131489.

URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by 03-March-2021
to Indicate your acceptance of this Offer. I agree \& accept employment on the terms and conditions mentioned in this letter.


Date: March 4, 2021 | 6:49 AM CST
Madagoni Saiteja

Confidential


Regd. Office: NTT DATA Global Delivery Services Private Limited, Block 2, 2nd Floor, D7, Plot No. 123, EPIP Phase II,

## 13-March-2021

P Yagna Prapulla
Srivastav
Avanthi Institute of Engineering and Technology
Dear P Yagna Prapulla Srivastav,
With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you Services IT Development Program Senior Associate II with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as Technical Graduate Trainee comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.
During the training you will be given a stipend of Rs.12,000/- per month.
Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:
a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of $60 \%$ aggregate.
b) Induction training on joining the Company with a minimum score of $65 \%$ in the final evaluation on completion of the training.
c) Oracle Certified Professional: Java SE 11 Developer (Code: Java SE 11 Developer 1Z0-819)

On successful completion of your training, you will be appointed as a Services IT Development Program Senior Associate II in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. However, if you successfully clear the Internal assessment conducted by NTT DATA before your onboarding as trainee on Java skill you will be entitled to a total compensation of Rs. $3,75,000 /$ - The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies' establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.
The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.
If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services
Private Limited Private Limited
Please note upon completion of merger you will be employed by the surviving entity viz. ApS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trapee engagement letter and any other changes/amendments that may be required due to the merger.

## Annexure A

At the time of joining, you are requested to bring the following documents in Original along with two copies of each. The original certificates are required for verification only and will be returned the same day

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a. Xth Certificate and mark sheet
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2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment
form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.
If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

## Yours sincerely,

FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

## DocuSigned by:

Umimala Sarkar
DD4D480841314B9
URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by 03-March-2021 to indicate your acceptance of this Offer. I agree \& accept employment on the terms and conditions mentioned
in this letter.

Signature:


P Yagna Prapulla Srivastav

Date:
March 4, 2021 | 6:49 AM CST

## 14-March-2021

Pylla Vivekreddy
Avanthi Institute of Engineering and Technology
Dear Pylla Vivekreddy,
With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you Services IT Development Program Senior Associate II with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as Technical Graduate Trainee comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure $A$.
During the training you will be given a stipend of Rs.12,000/- per month.
Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:
a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of $60 \%$ aggregate.
b) Induction training on joining the Company with a minimum score of $65 \%$ in the final evaluation on completion of the training.
c) Oracle Certified Professional: Java SE 11 Developer (Code: Java SE 11 Developer 1Z0-819)

On successful completion of your training, you will be appointed as a Services IT Development Program Senior Associate II in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. However, if you successfully clear the Internal assessment conducted by NTT DATA before your onboarding as trainee on Java skill you will be entitled to a total compensation of Rs. $3,75,000 /$ - The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requestedto submit the documents as per Annexure A. You shall be on the rolls of companies' establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited
Please note upon completion of merger you will be employed by the surviving eptity viz.jips and by signing this letter you have accepted and agreed to be bound by the terms and conditions of thrs trainee engagement letter and any other changes/amendments that may be required due to the merger.
$\begin{array}{ll}\text { Confidential } & \text { Avanthi Institute of Engg. \&. Tec } \\ \text { Gunthapally (V), Abdullapurmet (MdI), R.R. Dist. }\end{array}$
Regd. Office: NTT DATA Global Delivery Services Private Limited, Block 2, 2nd Floor, D7, Plot No. 123, EPIP Phase II, Whitefield Industrial

## Annexure A

At the time of joining, you are requested to bring the following documents in Original along with two copies of each. The original certificates are required for verification only and will be returned the same day

1. Certificates \& mark sheets supporting your educational qualifications:
a. Xth Certificate and mark sheet
b. XIIth Certificate and mark sheet
c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.
If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

## Yours sincerely,

FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

## Umimala Sarkar <br> - D040488084131499. <br> URMIMALA SARKAR <br> ASSOCIATE DIRECTOR - TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by 03-March-2021
to Indicate your acceptance of this Offer. I agree \& accept employment on the terms and conditions mentioned In this letter.
signature: $\frac{\text { Viveueleddy }}{\text { Pylla Vivekreddy }}$
Date:
March 4, 2021|6:49 AM CST

## Confidential



Avanthi Institute of Engg. \& Tech Avanthi Instiiute ourmel (Mdil), R.R. Dist.
Gunthapally (V), Abdullapur

## 15-March-2021

## Navaru Hemanth

Reddy
Avanthi Institute of Engineering and Technology
Dear Navaru Hemanth Reddy,
With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you Services IT Development Program Senior Associate II with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as Technical Graduate Trainee comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents
as per Annexure A.
During the training you will be given a stipend of Rs.12,000/- per month.
Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:
a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of $60 \%$ aggregate.
b) Induction training on joining the Company with a minimum score of $65 \%$ in the final evaluation on completion of the training.
c) Oracle Certified Professional: Java SE 11 Developer (Code: Java SE 11 Developer 1Z0-819)

On successful completion of your training, you will be appointed as a Services IT Development Program Senior Associate II in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on
probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/-during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. However, if you successfully clear the Internal assessment conducted by NTT DATA before your onboarding as trainee on Java skill you will be entitled to a total compensation of Rs. $3,75,000 /$ - The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies' establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.
The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.
If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services
Private Limited Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this traine engagement letter and any other changes/amendments that may be required due to the merger.

## Confidential

## Annexure $A$

At the time of joining, you are requested to bring the following documents in Original along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates \& mark sheets supporting your educational qualifications:
a. Xth Certificate and mark sheet
b. XIIth Certificate and mark sheet
c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.
If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

## Yours sincerely,

FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

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gnea by:
Ulmimala Sarkar
DO4D480841314B9...
URMIMALA SARKAR
aSSOCIATE DIRECTOR - TALENT ACQUISITION
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Regd. Office: NTT DATA Global Delivery Services Private Limited, Block 2, 2nd Floor, D7, Plot No. 123, EPIP Phase II,

## 16-March-2021

## Thadoori Sai Kumar

## Avanthi Institute of Engineering and Technology

Dear Thadoori Sai Kumar,
With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you Services IT Development Program Senior Associate II with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as Technical Graduate Trainee comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

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During the training you will be given a stipend of Rs.12,000/- per month.
Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:
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If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engageqreptetter and any other changes/amendments that may be required due to the merger.

## Confidential

Regd. Office: NTT DATA Global Delivery Services Private Limited, Block 2, 2nd Flogn ant Rrot Nout of Eng EPIR Ph os Tevir. Dist. Whitefield Industrial

Area, Bangalore 560066

## Annexure A

At the time of joining, you are requested to bring the following documents in Original along with two copies of each. The original certificates are required for verification only and will be returned the same day.

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3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment
form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.
If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

## Yours sincerely,

## FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

DocuSigned by:
Urmimala Sarkar
-DO4D48084131489
URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION


Regd. Office: NTT DATA Global Delivery Services Private Limited, Block 2, 2nd Floor, D7, Plot No. 123, EPIP Phase II, Whitefield Industrial

The Carlyle Group

## Provisional Offer Letter

## To,

Mr/Ms. N Cai Uday Veer

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Patrick

Signature


The Carlyle Group

## Provisional Offer Letter

To,
Mr/Ms. V Bhargavi

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

## HR Manager

Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Pa turk

Signature


The Carlyle Group

## Provisional Offer Letter

## To,

Mr/Ms. K Hindhu

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager

## Joseph Patrick

Visionary RCM Infotech Pvt Ltd.


Signature

## Provisional Offer Letter

## To,

Mr/Ms. G Pranathi

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Patrick

## Signature



The Carlyle Group

## Provisional Offer Letter

## To,

Mr/Ms. V Greeshma Reddy

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.


Signature


TVISIロNARY REM ${ }^{\circledR}$
The Carlyle Group

## Provisional Offer Letter

## To,

Mr/Ms. B Rachana

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

## HR Manager

## Joseph Patrick

Visionary RCM Infotech Pvt Ltd.
Patrick

Signature


The Carlyle Group

## Provisional Offer Letter

## To,

Mr/Ms. K Sakshi

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.


Signature

## Provisional Offer Letter

## To,

Mr/Ms. V Tejaswi

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager

## Joseph Patrick

Visionary RCM Infotech Pvt Ltd.
Patrick

Signature


## Provisional Offer Letter

## To,

Mr/Ms. M Rama

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

## HR Manager

## Joseph Patrick

Visionary RCM Infotech Pvt Ltd.
Patrick

Signature
Hie PrincIpal. \& Tech

The Carlyle Group

## Provisional Offer Letter

## To,

Mr/Ms. Ch Chaitanya

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

## HR Manager

## Joseph Patrick

Visionary RCM Infotech Pvt Ltd.


Signature

## Provisional Offer Letter

## To,

Mr/Ms. G Saikiran

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager

## Joseph Patrick

Visionary RCM Infotech Pvt Ltd.
Patrick

Signature


The Carlyle Group

## Provisional Offer Letter

## To,

Mr/Ms. M Harshavallika

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Patrick

Signature

## Provisional Offer Letter

## To,

Mr/Ms. G Shashank

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

## HR Manager

## Joseph Patrick

Visionary RCM Infotech Pvt Ltd.
Patrick

Signature

The Carlyle Group

## Provisional Offer Letter

## To,

Mr/Ms. N Vamshi

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.


Signature

The Carlyle Group

## Provisional Offer Letter

## To,

Mr/Ms. D Goutham Shetty

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

## HR Manager

## Joseph Patrick

Visionary RCM Infotech Pvt Ltd.
Patrick

Signature

The Carlyle Group

## Provisional Offer Letter

## To,

Mr/Ms. Ashish Panchdhar

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Patrick

Signature

The Carlyle Group

## Provisional Offer Letter

## To,

Mr/Ms. V Harshitha

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

## HR Manager

Joseph Patrick
Visionary RCM Infotech Pvt Ltd.


Signature

## Provisional Offer Letter

## To,

Mr/Ms. A Harish Reddy

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Patrick

Signature


## Provisional Offer Letter

## To,

Mr/Ms. V Sui Manvitha

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Patrick

Signature


The Carlyle Group

## Provisional Offer Letter

To,
Mr/Ms. A Sanjana

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

## HR Manager

Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Patrick

Signature

The Carlyle Group

## Provisional Offer Letter

## To,

Mr/Ms. Gangatharun Reddy

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.


Signature


## Provisional Offer Letter

## To,

Mr/Ms. P Mahima

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

## HR Manager

Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Patrick

Signature


The Carlyle Group

## Provisional Offer Letter

## To,

Mr/Ms. E Hem

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

## HR Manager

## Joseph Patrick

Visionary RCM Infotech Pvt Ltd.
Patrick

Signature


## Provisional Offer Letter

To,
Mr/Ms. J Srinitha

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

## HR Manager

Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Patrick

Signature

## Provisional Offer Letter

## To,

Mr/Ms. V Saikumar

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager

## Joseph Patrick

Visionary RCM Infotech Pvt Ltd.
Patrick

Signature

## Provisional Offer Letter

To,
$\mathrm{Mr} / \mathrm{Ms}$. P Anila

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.


Signature

## Provisional Offer Letter

To,
Mr/Ms. K Srujana

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.


Signature


The Carlyle Group

## Provisional Offer Letter

## To,

Mr/Ms. P Sai Prashanth

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Patrick

Signature


The Carlyle Group

## Provisional Offer Letter

## To,

Mr/Ms. M Anusha

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.


Signature


## Provisional Offer Letter

## To,

Mr/Ms. Amreen Sultana

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Patrick

Signature

The Carlyle Group

## Provisional Offer Letter

## To,

Mr/Ms. J Bharath

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Patrick

Signature

## Provisional Offer Letter

## To,

Mr/Ms. S Sai Adithya

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Patrick

Signature

# Provisional Offer Letter 

## To,

Mr/Ms. Kinda Pavan

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Patrick

Signature

The Carlyle Group

## Provisional Offer Letter

To,
Mr/Ms. Raghumaha Reddy

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Patrick

Signature


The Carlyle Group

## Provisional Offer Letter

## To,

Mr/Ms. Gangi Raju

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.


Patrick

Signature

The Carlyle Grout

## Provisional Offer Letter

## To,

Mr/Ms. Gobi Priyanka

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

## HR Manager

Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Mature

Signature


The Carlyle Group

## Provisional Offer Letter

## To,

$\mathrm{Mr} / \mathrm{Ms}$. Guttapally Chennakeshava Reddy

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

HR Manager
Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Patrick

Signature


Avanthi Institute of Engg. \& Tech Avanthally (V), Abdullapumene (MAd), RR.R. Dist.

The Carlyle Group

## Provisional Offer Letter

## To,

$\mathrm{Mr} / \mathrm{Ms}$. Kalakuntla Sowmya

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

## HR Manager

Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Patrick

Signature

The CarlyLe Group

Email ID: Meena.Srinath@corrohealth.com Address:

35/16, Giri Road, T.Nagar Chennai TN 600017

## Provisional Offer Letter

## To,

Mr/Ms. K Thirupataiah

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

## HR Manager

## Joseph Patrick

Visionary RCM Infotech Pvt Ltd.



Signature

## Provisional Offer Letter

## To,

Mr/Ms. Koneru Anoosh

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

## HR Manager

Joseph Patrick
Visionary RCM Infotech Pvt Ltd.


Signature

The Carlyle Group

## Provisional Offer Letter

## To,

$\mathrm{Mr} / \mathrm{Ms}$. Mold Imran Shareef

Greetings from Visionary RCM Infotech Pvt Ltd. You have been shortlisted for the position of Junior Software Engineer at Visionary RCM Infotech Pvt Ltd, for a salary package of 1.4 Lakhs - 2.4 Lakhs per annum. This is provisional offer letter and post reporting to the company on joining date, you will be offered a job offer letter.

Date: 08/04/2020
Tentative joining Date: 02/10/2020

## HR Manager

Joseph Patrick
Visionary RCM Infotech Pvt Ltd.
Pa turk

Signature


Seiver Vaive. Unve Momentum

## Offer Letter

## $2^{\text {ed }}$ Nov'19

## Dear Saakshi

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "Software Engineer - Trainee" Grade - A1. The interactions during theinterview processhave been quite cariching, and it helped us to know you better. We're confident that your knowiedge, goals and values are a perfect match for the organization.

Your date of joining would be $\mathbf{1 "}^{\text {" Jun'20. You are required to sign and return the duplicate copy }}$ of the offer letter as a token of your acceptance.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photoggaphis
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificatessupporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely, laccept the terms of this letter

For ValueMomentum Software Services Pvt. Ltd.
(Candidate's Signature)

Ms. Saakshi
Components Basic Salary
House Rent Allowance Special Pay
Provident Fund Contribution Gratuity ( payable as per gratuity act)

## ESI

Flexible Benefits:

| Meal Card |
| :--- |
| LTA |

Total
Annual Component (Payable
from the date of joining)

Total Annual Gross Salary

Stack up details of Compensation

| Monthly Amount | Annual |
| :---: | :---: |
| 9000 | 108000 |
| 3600 | 43200 |
| 11001 | 132008 |
| 1800 | 21600 |
| 433 | 5192 |
| 0 | 0 |
| 2500 | 30000 |
| 1667 | 20000 |
| 30000 | 360000 |
| Variable Pay | 0 |
| 360000 (Rupees Three Lakh Sixty Thousand Only) |  |

Deductions:
Provident Fund (Employee \& Employer)
Professional tax Total Deductions
Income Tax
$3600(1800+1800)$
200
3800
As applicable

## Note:

1. Deductions will be made towards Provident Fund, Professional Tax, Group Term Life insurance. Group Personal Accidental Insurance and Income tax as applicabic.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.
You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before $1^{\text {R }}$ Jun'20.

Candidate Signature

## value Momentum

Softwar Servcien Pivace Linated CIN UT2200TG2000FTC03sito VALUEMOMENTUM TOWERS

Deliver Value. Drive Momentum

## Offer Letter

## $1^{\text {st }}$ Nov' 19

## Dear Ashish Panchdhar,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "Software Engineer Testing - Trainee"
Grade - A1.The interactions during theinterview processhave been quite enriching, and it helped us to know you better.We're confident that your knowledge, goals and values are a perfect match for the organization.

You will be joining the QualityLeap Line of Business (LoB) group of the organization. We hope you will fulfill all your career aspirationswhile playing a significant role in IoB's growth!

Your date of joining would be $\mathbf{1}^{\text {st }} \mathbf{J u n} \mathbf{2 0}$. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

## Briefly about QualityLeap LoB:

QualityLeap Line of Businessgroup is a major contributor to ValueMomentum's growth. The service offerings of the LoB enables our customers maximize quality, timeliness and budget of their technology initiatives. The LoB infuses advanced QA testing techniques to significantly accelerate customers' time-to-market while enabling them to stay within, or even under budget.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificatessupporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,

Stack up details of Compensation

## Mr. Ashish,

| Components | Monthly Amount | Annual |
| :--- | :---: | :---: |
| Basic Salary | 9000 | 108000 |
| House Rent Allowance | 3600 | 43200 |
| Special Pay | 11001 | 132008 |
| Provident Fund Contribution | 1800 | 21600 |
| Gratuity (payable as per <br> gratuity act) | 433 | 5192 |
| ESI | 0 | 0 |
| Flexible Benefits: | $\mathbf{2 5 0 0}$ |  |
| Meal Card | $\mathbf{3 0 0 0 0}$ | 30000 |
| LTA | Variable Pay | 20000 |
| Total | $\mathbf{3 6 0 0 0 0}$ (Rupees Three Lakh Sixty Thousand Only) |  |
| Annual Component (Payable <br> from the date of joining) |  |  |
| Total Annual Gross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :---: |
| Provident Fund (Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professional tax | 200 |  |
| Total Deductions | 3800 |  |
| Income Tax | As applicable |  |
|  |  |  |

## Note:

1. Deductions will be made towards Provident Fund, Professional Tax, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediciaim Personal Insurance as per the company policy.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before $\mathbf{1}^{\text {st }}$ Jun' $\mathbf{2 0}$.

## Talent Acquisition Group

## Candidate Signature

Deiver Value Drve Mornentum

## Offer Letter

## $2^{\text {nd }}$ Nov'19

## Dear Ellendula Alekya,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "Software Engineer - Traince" Grade - A1. The interactions daring theinterview processhave been quite enriching, and it heiped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

Your date of joining would be $1^{\text {st }}$ Jun'20. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificatessupporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely, I accept the terms of this letter


For ValueMomentum Soffware Services Prt. Led.
(Candidate's Signature)

Mo

Setiver Viadue Colve Mcrivmeum.

| Stack up details of Compensation |  |  |
| :---: | :---: | :---: |
| Ms. Alekya, |  |  |
| Components | Monthly Amount | Annual |
| Basic Salary | 9000 | 108000 |
| House Rent Allowance | 3600 | 43200 |
| Special Pay | 11001 | 132008 |
| Provident Fund Contribution | 1800 | 21600 |
| Gratuity ( payabic as per gratuity act) | 433 | 5192 |
| ESI | 0 | 0 |
| Flexible Benefits: $\quad 10$ |  |  |
| Meal Card | 2500 1667 | 20000 |
|  | 3000 | 360000 |
| Total $30000{ }^{\text {a }}$ ( ${ }^{\text {a }}$ |  |  |
| Annual Component (Payable from the date of joining) | Variable Pay | 0 |
| Total Annual Gross Salary | 360000 (Rupees Three Lakh Sixty Thousand Only) |  |
| Deductions: |  |  |
| Provident Fund (Employee \& Employer) | $3600(1800+1800)$ |  |
| Protessional tax | 200 |  |
| Total Deductions | 3800 |  |
| Income lax | As appicabie |  |

## Note:

1. Deductions will be made towards Provident Fund, Professional Tax, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.
You are requested to contact the Human Resources Department for further clarification if any.
This Offer Letter is valid for you to join on or before $\mathbf{1 s}^{\text {st }}$ Jun'20.

## Talent Acquisition Group

Candidate Signature

Delver Value. Drive Momenturn:

## Offer Letter

$2^{\text {nd }}$ Nov'19
Dear Amusha Mamidi,
Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "Software Engineer Testing - Trainee"
Grade - A1. The interactions during theinterview processhave been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

You will be joining the QualityLeap Line of Business (LoB) group of the organization. We hope you will fulfill all your career aspirationswhile playing a significant role in LoB's growth!

Your date of joining would be $\mathbf{1}^{\text {st }}$ Jun'20. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

## Briefly about QualityLeap LoB:

QualityLeap Line of Businessgroup is a major contributor to ValueMomentum's growth. The service offerings of the LoB enables our customers maximize quality, timeliness and budget of their technology initiatives. The LoB infuses advanced QA testing techniques to significantly accelerate customers' time-to-market while enabling them to stay within, or even under budget.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (ail pages)
- Pan Card (Photo Copy)

Please bring all your original certificatessupporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will he either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely, I accept the terms of this letter

## (Candidate's Signature)

value Momentum<br>Software Service Private Limited

CIV U72200TC22000PTC035410
VALUEMOMENTDM TOWERS
Plot No 36 \& 37, Survey No. $115 /$ \& $115 / 22$, Financial District, Nanakram Guda Village, Gachbowli,Serlingampally Mandan, Hyderabad, 500 032. Telangana. Ph: 040-67338400 Web. www valucmomenturt com

| Anusha Mamidi $\quad$ Stack up details of Compensation |  |  |
| :---: | :---: | :---: |
| Components | Monthly Amount | Annual |
| Basic Salary | 9000 | 108000 |
| House Rent Allowance | 3600 | 43200 |
| Special Pay | 11001 | 132008 |
| Provident Fund Contribution | 1800 | 21600 |
| Gratuity ( payable as per gratuity act) | 433 | 5192 |
| ESI | 0 | 0 |
| Flexible Benefits: |  |  |
| Meal Card | 2500 | 30000 |
| LTA | 1667 | 20000 |
|  | 30000 | 360000 |
| Annual Component (Payable |  |  |
| from the date of joining) | Variable Pay | 0 |
| Total Annual Gross Salary | 360000 (Rupees Three Lakh Sisty Thousand Only) |  |


| Deductions: |  |  |
| :--- | :---: | :---: |
| Provident Fund (Employce <br> \& Employer) | $3600(1800+1800)$ |  |
| Professional tax | 200 |  |
| Total Deductions | 3800 |  |
| Income Tax | As applicable |  |
|  |  |  |

## Note:

1. Deductions will be made towards Provident Fund, Professional Tax, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.
You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before $1^{14}$ Jun'20.


Candidate Signature


Avanthi listitute of Engg, \& Tech
Gunthapally (V), Abdullapumet (Mai), R.R. Dist.

## Offer Letter

## $7^{46}$ Nov '19

## Dear Stivari Kolay Anodes

Congratulations! You have successfully completed the interview process with Value Momentum and were cictitet io offer you tho position of Software Engineer - Trainee Grade - A1. The literactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

Your date of joining would be $1^{\text {st }}$ June'20. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certifeatessupporting your cúucationai qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely,


For Value Momentum Software Services Put. Lit.

I accept the terms of this letter

(Candidate's Signature)

## value Momentum

Stack up details of Compensation

## Mr. Sairam

| Components | Monthly Amount | Annual |  |  |
| :--- | :---: | :---: | :---: | :---: |
| Basic Salary | 9000 | 108000 |  |  |
| House Rent Allowanes | 3600 | 43200 |  |  |
| Special Pay | 11001 | 132008 |  |  |
| Provident Fund Contribution | 1800 | 21600 |  |  |
| Gratuity (payable as per gratuity <br> act) | 433 | 5192 |  |  |
| ESI | 0 | 0 |  |  |
| Flexible Bencfits: | 2500 | 30000 |  |  |
| Meal Card | 1667 | 20000 |  |  |
| LTA | 30000 | 360000 |  |  |
| Total | Variable Pay |  |  |  |
| Annuai Component (Payable <br> from the date of joining) | 36000 (Rupees Three Lakh Sixty Thousand Only) |  |  |  |
| Total Annual Gross Salary |  |  |  |  |


| Deductions: |  |  |
| :--- | :---: | :---: |
| Provident Fund (Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professional Tax | 200 |  |
| Total Deductions | 3800 |  |
| Income Tax | As applicable |  |
|  |  |  |

## Note:

1. Deductions will be made fowards Provident Fund, Pufessional Tax, Group Term Lite Insurance, Group Personal Accidental Insurance and Income Tax as applicable.
2. You will be entitled to Benefits like Group Mediclaim Personal Insurance as per the company policy.

You are requested to contact the Human Resourees Department fer further clarification if anty.
This Offer Letter is valid for you to join on or before 1st Jun'20.

For ValueMomentym Software Services Private Limited

## OfferLetter

## $1^{\text {st }}$ Nov' 19

## Dear Aluru Harshavardhan Reddy,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge,goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1}^{\text {st }} \mathbf{J u n}$ ' $\mathbf{2 0}$. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

Quality Leap Line of Business group is a major contributor to Value Momentum's growth. The service offeringsoftheLoBenable our customers maximizequality,timelinessandbudgetof their technology initiatives.The LoB infuses advanced QA testing techniques tosignificantly accelerate customers' time-to-marketwhile enabling themtostaywithin, oreven underbudget.

Atthetimeofjoining,youarerequiredtosubmitthefollowing:

- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,

g. \& Tech

Iacceptthetermsofthisletter
(Candidate'sSignature)

## StackupdetailsofCompensation

## Mr.Aluru Harshavardhan Reddy,

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | 30000 |
| MealCard | 1667 | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | $\mathbf{0}$ |
| AnnualComponent (Payable <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

1. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
2. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\text {st }}$ Jun' $\mathbf{2 0}$.

## TalentAcquisitionGroup

Avanthi Institute of Engg. \& T. Tist. CandidateSignature

## OfferLetter

## $1^{\text {st }}$ Nov' 19

## Dear Mankena Uday Bhanu,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge,goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1 s}^{\text {st }} \mathbf{J u n}$ ' $\mathbf{2 0}$. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

Quality Leap Line of Business group is a major contributor to Value Momentum's growth. The service offeringsoftheLoBenable our customers maximizequality,timelinessandbudgetof their technology initiatives. The LoB infuses advanced QA testing techniques tosignificantly accelerate customers' time-to-marketwhile enabling themtostaywithin, oreven underbudget.

Atthetimeofjoining,youarerequiredtosubmitthefollowing:

- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,

accepthetermsofthisletter
Avanthi Institute of Eng. \& ReC

## StackupdetailsofCompensation <br> \section*{Mr.Mankena Uday Bhanu,}

| Components | MonthlyAmount | Annual |  |
| :--- | :---: | :---: | :---: |
| BasicSalary | 9000 | 108000 |  |
| House RentAllowance | 3600 | 43200 |  |
| SpecialPay | 11001 | 132008 |  |
| ProvidentFund Contribution | 433 | 21600 |  |
| Gratuity(payableasper <br> gratuityact) | 0 | 5192 |  |
| ESI | 2500 | 0 |  |
| FlexibleBenefits: | 1667 | 30000 |  |
| MealCard | $\mathbf{3 0 0 0 0}$ | 20000 |  |
| LTA | VariablePay | $\mathbf{3 6 0 0 0 0}$ |  |
| Total | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |  |
| AnnualComponent (Payable <br> fromthedateofjoining) |  |  |  |
| TotalAnnualGross Salary |  |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

3. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
4. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $1^{\text {st }} \mathrm{Jun}$ ' $\mathbf{2 0}$.

TalentAcquisitionGroup
PRINCIPAL
Avanthi Ins litute of Engg. \& Tech
Gunthapally $(M)$, Abdullapul. Cisl), R.R. Dist. CandidateSignature

## OfferLetter

## $1^{\text {st }}$ Nov' 19

## Dear Mariyamma Srirama,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge,goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1 s}^{\text {st }} \mathbf{J u n}$ '20. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

Quality Leap Line of Business group is a major contributor to Value Momentum's growth. The service offeringsoftheLoBenable our customers maximizequality,timelinessandbudgetof their technology initiatives. The LoB infuses advanced QA testing techniques tosignificantly accelerate customers' time-to-marketwhile enabling themtostaywithin, oreven underbudget.

Atthetimeofjoining,youarerequiredtosubmitthefollowing:

- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,
Iacceptthetermsofthisletter

StackupdetailsofCompensation

## Mr.Mariyamma Srirama,

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 4300 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 0 | 5192 |
| ESI | 2500 | 0 |
| FlexibleBenefits: | 1667 | 30000 |
| MealCard | $\mathbf{3 0 0 0 0}$ | 20000 |
| LTA | VariablePay | $\mathbf{3 6 0 0 0 0}$ |
| Total | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| AnnualComponent (Payable <br> fromthedateofjoining) |  |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

5. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
6. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\text {st }}$ Jun' $\mathbf{2 0}$.

TalentAcquisitionGroup


Avanthi Institute of Engg. \&. Tecl/CandidateSignature

## OfferLetter

## $1^{\text {st }}$ Nov' 19

## Dear Erugu Saikumar,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge, goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1}^{\text {st }}$ Jun'20. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

Quality Leap Line of Business group is a major contributor to Value Momentum's growth. The service offeringsoftheLoBenable our customers maximizequality,timelinessandbudgetof their technology initiatives. The LoB infuses advanced QA testing techniques tosignificantly accelerate customers' time-to-marketwhile enabling themtostaywithin, oreven underbudget.

Atthetimeofjoining,youarerequiredtosubmitthefollowing:

- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,
 Iacceptthetermsofthisletter

## Mr.Erugu Saikumar,

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | 30000 |
| MealCard | 1667 | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | $\mathbf{0}$ |
| AnnualComponent (Payable <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

7. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
8. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontactheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\text {st }} \mathbf{J u n}$ ' $\mathbf{2 0}$.

TalentAcquisitionGroup


TectCandidateSignature

## OfferLetter

## $1^{\text {st }}$ Nov' 19

## Dear Badugu Pavan Kumar,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge,goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1}^{\text {st }}$ Jun'20. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

Quality Leap Line of Business group is a major contributor to Value Momentum's growth. The service offeringsoftheLoBenable our customers maximizequality,timelinessandbudgetof their technology initiatives.The LoB infuses advanced QA testing techniques tosignificantly accelerate customers' time-to-marketwhile enabling themtostaywithin, oreven underbudget.

Atthetimeofjoining,youarerequiredtosubmitthefollowing:

- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.



## Mr.Badugu Pavan Kumar, <br> StackupdetailsofCompensation

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | 30000 |
| MealCard | 1667 | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | $\mathbf{0}$ |
| AnnualComponent (Payable\| <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

9. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
10. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\text {st }} \mathbf{J u n} \mathbf{2 0}$.

## TalentAcquisitionGroup



Avanthi Institute of Engg. \& TeCandidateSignature

## OfferLetter

## $1^{\text {st }}$ Nov' 19

## Dear D E S Chandra Dileep,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge, goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1}^{\text {st }} \mathbf{J u n}$ '20. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

Quality Leap Line of Business group is a major contributor to Value Momentum's growth. The service offeringsoftheLoBenable our customers maximizequality,timelinessandbudgetof their technology initiatives. The LoB infuses advanced QA testing techniques tosignificantly accelerate customers' time-to-marketwhile enabling themtostaywithin, oreven underbudget.

Atthetimeofjoining,youarerequiredtosubmitthefollowing:

- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,


Iacceptthetermsofthisletter

Mr.D E S Chandra Dileep,
StackupdetailsofCompensation

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | 30000 |
| MealCard | 1667 | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | $\mathbf{0}$ |
| AnnualComponent (Payable <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :---: |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

11. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
12. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\mathbf{1 t}} \mathrm{Jun}$ ' $\mathbf{2 0}$.

## OfferLetter

## $1^{\text {st }}$ Nov' 19

## Dear Madhu Yadav G,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge, goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1}^{\text {st }}$ Jun'20. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

Quality Leap Line of Business group is a major contributor to Value Momentum's growth. The service offeringsoftheLoBenable our customers maximizequality,timelinessandbudgetof their technology initiatives. The LoB infuses advanced QA testing techniques tosignificantly accelerate customers' time-to-marketwhile enabling themtostaywithin, oreven underbudget.

Atthetimeofjoining,youarerequiredtosubmitthefollowing:

- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,
Iacceptthetermsofthisletter


## Mr.Madhu Yadav G,

| Components | MonthlyAmount | Annual |  |
| :--- | :---: | :---: | :---: |
| BasicSalary | 9000 | 108000 |  |
| House RentAllowance | 3600 | 43200 |  |
| SpecialPay | 11001 | 132008 |  |
| ProvidentFund Contribution | 4300 | 21600 |  |
| Gratuity(payableasper <br> gratuityact) | 0 | 5192 |  |
| ESI | 2500 | 0 |  |
| FlexibleBenefits: | 1667 | 30000 |  |
| MealCard | $\mathbf{3 0 0 0 0}$ | 20000 |  |
| LTA | VariablePay | $\mathbf{3 6 0 0 0 0}$ |  |
| Total | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |  |
| AnnualComponent (Payable <br> fromthedateofjoining) |  |  |  |
| TotalAnnualGross Salary |  |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

13. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
14. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\text {st }} \mathbf{J u n}$ ' $\mathbf{2 0}$.

TalentAcquisitionGroup


## OfferLetter

$1^{\text {st }}$ Nov' 19

## Dear Takur Ajay,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching, andit helped ustoknowyoubetter. We're confidentthatyourknowledge, goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1}^{\text {st }} \mathbf{J u n}$ '20. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

Quality Leap Line of Business group is a major contributor to Value Momentum's growth. The service offeringsoftheLoBenable our customers maximizequality,timelinessandbudgetof their technology initiatives.The LoB infuses advanced QA testing techniques tosignificantly accelerate customers' time-to-marketwhile enabling themtostaywithin, oreven underbudget.

Atthetimeofjoining,youarerequiredtosubmitthefollowing:

- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Mr.Takur Ajay,

## StackupdetailsofCompensation

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | 30000 |
| MealCard | 1667 | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | $\mathbf{0}$ |
| AnnualComponent (Payable <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

15. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
16. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontactheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\text {st }} \mathbf{J u n}$ ' $\mathbf{2 0}$.

TalentAcquisitionGroup


# OfferLetter 

## $1^{\text {st }}$ Nov' 19

## Dear Eega Manideep Reddy,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching, andit helped ustoknowyoubetter. We're confidentthatyourknowledge, goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1}^{\text {st }} \mathbf{J u n}$ '20. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

Quality Leap Line of Business group is a major contributor to Value Momentum's growth. The service offeringsoftheLoBenable our customers maximizequality,timelinessandbudgetof their technology initiatives. The LoB infuses advanced QA testing techniques tosignificantly accelerate customers' time-to-marketwhile enabling themtostaywithin, oreven underbudget.

Atthetimeofjoining,youarerequiredtosubmitthefollowing:

- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.


Iacceptthetermsofthisletter
(Candidate'sSignature)


Mr.Eega Manideep Reddy, StackupdetailsofCompensation

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | 30000 |
| MealCard | 1667 | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | $\mathbf{0}$ |
| AnnualComponent (Payable <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :---: |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

17. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
18. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\text {st }} \mathbf{J u n}$ ' $\mathbf{2 0}$.

TalentAcquisitionGroup


## OfferLetter

## $\mathbf{1}^{\text {st }}$ Nov' 19

## Dear G Chandana Reddy,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching, andit helped ustoknowyoubetter. We're confidentthatyourknowledge,goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1}^{\text {st }}$ Jun'20. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

Quality Leap Line of Business group is a major contributor to Value Momentum's growth. The service offeringsoftheLoBenable our customers maximizequality,timelinessandbudgetof their technology initiatives. The LoB infuses advanced QA testing techniques tosignificantly accelerate customers' time-to-marketwhile enabling themtostaywithin, oreven underbudget.

Atthetimeofjoining,youarerequiredtosubmitthefollowing:

- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,
Iacceptthetermsofthisletter

## Mr.G Chandana Reddy,

StackupdetailsofCompensation

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | 30000 |
| MealCard | 1667 | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | 0 |
| AnnualComponent (Payable\| <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

19. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
20. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\text {st }}$ Jun' $\mathbf{2 0}$.

TalentAcquisitionGroup


## OfferLetter

## $1^{\text {st }}$ Nov' 19

## Dear Jaidi Sravanthi,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge, goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1}^{\text {st }}$ Jun'20. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

Quality Leap Line of Business group is a major contributor to Value Momentum's growth. The service offeringsoftheLoBenable our customers maximizequality,timelinessandbudgetof their technology initiatives.The LoB infuses advanced QA testing techniques tosignificantly accelerate customers' time-to-marketwhile enabling themtostaywithin, oreven underbudget.

Atthetimeofjoining,youarerequiredtosubmitthefollowing:

- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.


Mr.Jaidi Sravanthi,
StackupdetailsofCompensation

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | 30000 |
| MealCard | 1667 | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | $\mathbf{0}$ |
| AnnualComponent (Payable <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

21. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
22. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\text {st }} \mathbf{J u n}$ ' $\mathbf{2 0}$.

TalentAcquisitionGroup


## OfferLetter

## $\mathbf{1}^{\text {st }}$ Nov '19

## Dear Jatavath Rajendar Naik,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge, goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1}^{\text {st }}$ Jun'20. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

Quality Leap Line of Business group is a major contributor to Value Momentum's growth. The service offeringsoftheLoBenable our customers maximizequality,timelinessandbudgetof their technology initiatives. The LoB infuses advanced QA testing techniques tosignificantly accelerate customers' time-to-marketwhile enabling themtostaywithin, oreven underbudget.

Atthetimeofjoining,youarerequiredtosubmitthefollowing:

- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,


## StackupdetailsofCompensation <br> Mr.Jatavath Rajendar Naik,

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | 30000 |
| MealCard | 1667 | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | 0 |
| AnnualComponent (Payable <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :---: |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note;

23. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
24. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\mathbf{1 t} J} \mathbf{J u n}$ ' $\mathbf{2 0}$.

TalentAcquisitionGroup


## OfferLetter

## $\mathbf{1}^{\text {st }}$ Nov' 19

## Dear Apoori Srilatha,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge,goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1 s t}^{\text {st }}$ Jun'20. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

Quality Leap Line of Business group is a major contributor to Value Momentum's growth. The service offeringsoftheLoBenable our customers maximizequality,timelinessandbudgetof their technology initiatives. The LoB infuses advanced QA testing techniques tosignificantly accelerate customers' time-to-marketwhile enabling themtostaywithin, oreven underbudget.

Atthetimeofjoining,youarerequiredtosubmitthefollowing:

- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,


Mr.Apoori Srilatha,
StackundetailsofCompensation

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | 30000 |
| MealCard | 1667 | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | $\mathbf{0}$ |
| AnnualComponent (Payable <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

25. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
26. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontactheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\text {st }} \mathbf{J u n}$ ' $\mathbf{2 0}$.

## TalentAcquisitionGroup



## OfferLetter

## $1^{\text {st }}$ Nov' 19

## Dear Bongu Ramya,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge, goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1}^{\text {st }}$ Jun'20. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

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Atthetimeofjoining,youarerequiredtosubmitthefollowing:

- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,


Iacceptthetermsofthisletter
(Candidate'sSignature)
ForValueMomentumSoftwareServicesPvt.Ltdof Eng. \& Tech
Gunthapally (V) Aboullap

Deliver Value. Drive Momentum

## Mr.Bongu Ramya,

## StackupdetailsofCompensation

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | 30000 |
| MealCard | 1667 | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | $\mathbf{0}$ |
| AnnualComponent (Payable <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

27. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
28. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\text {st }} \mathbf{J u n} \mathbf{2 0}$.

TalentAcquisitionGroup


## OfferLetter

## $1^{\text {st }}$ Nov' 19

## Dear Boyapally Anitha,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge,goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1}^{\text {st }}$ Jun'20. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

Quality Leap Line of Business group is a major contributor to Value Momentum's growth. The service offeringsoftheLoBenable our customers maximizequality,timelinessandbudgetof their technology initiatives.The LoB infuses advanced QA testing techniques tosignificantly accelerate customers' time-to-marketwhile enabling themtostaywithin, oreven underbudget.

Atthetimeofjoining,youarerequiredtosubmitthefollowing:

- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.


Mr.Boyapally Anitha,

## StackupdetailsofCompensation

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | 30000 |
| MealCard | 1667 | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | $\mathbf{0}$ |
| AnnualComponent (Payable <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

29. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
30. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\text {st }} \mathbf{J u n} \mathbf{2 0}$.
TalentAcquisitionGroup

## OfferLetter

## $1^{\text {st }}$ Nov' 19

## Dear Duddeda Raju,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge, goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1}^{\text {st }} \mathbf{J u n}$ ' $\mathbf{2 0}$. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

Quality Leap Line of Business group is a major contributor to Value Momentum's growth. The service offeringsoftheLoBenable our customers maximizequality,timelinessandbudgetof their technology initiatives. The LoB infuses advanced QA testing techniques tosignificantly accelerate customers' time-to-marketwhile enabling themtostaywithin, oreven underbudget.

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- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
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- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,


Iacceptthetermsofthisletter
(Candidate'sSignature)

## Mr.Duddeda Raju,

StackupdetailsofCompensation

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | 30000 |
| MealCard | 1667 | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | $\mathbf{0}$ |
| AnnualComponent (Payable\| <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

31. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
32. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\mathbf{s t}} \mathrm{Jun}$ ' $\mathbf{2 0}$.

TalentAcquisitionGroup
PRINCIPAL
Avanthi Instiute of Engg. \& To crandidateSignature
Gunthapally (M), Abdullapurmet (wid), R.R. Dist.

## OfferLetter

## $1^{\text {st }}$ Nov' 19

## Dear Jakkula Naresh,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching, andit helped ustoknowyoubetter. We're confidentthatyourknowledge, goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1}^{\text {st }}$ Jun'20. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

Quality Leap Line of Business group is a major contributor to Value Momentum's growth. The service offeringsoftheLoBenable our customers maximizequality,timelinessandbudgetof their technology initiatives. The LoB infuses advanced QA testing techniques tosignificantly accelerate customers' time-to-marketwhile enabling themtostaywithin, oreven underbudget.

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- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.



Deliver Value. Drive Momentum

## Mr.Jakkula Naresh,

StackupdetailsofCompensation

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | 30000 |
| MealCard | 1667 | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | $\mathbf{0}$ |
| AnnualComponent (Payable <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

33. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
34. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontactheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\text {st }} \mathbf{J u n} \mathbf{2 0}$.

TalentAcquisitionGroup Avanthi Instivte of Engg. \& T

OfferLetter

## $1^{\text {st }}$ Nov '19

## Dear K Naresh Goud,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge, goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1}^{\text {st }} \mathbf{J u n}$ ' $\mathbf{2 0}$. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

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Atthetimeofjoining,youarerequiredtosubmitthefollowing:

- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,


Iacceptthetermsofthisletter
(Candidate'sSignature)

## Mr.K Naresh Goud,

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | 30000 |
| MealCard | 1667 | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | $\mathbf{0}$ |
| AnnualComponent (Payable <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

35. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
36. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\text {st }}$ Jun' $\mathbf{2 0}$.

## OfferLetter

## $1^{\text {st }}$ Nov' 19

Dear Kasani Srikanth,

Congratulations!Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge, goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1}^{\text {st }} \mathbf{J u n}$ ' $\mathbf{2 0}$. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

Quality Leap Line of Business group is a major contributor to Value Momentum's growth. The service offeringsoftheLoBenable our customers maximizequality,timelinessandbudgetof their technology initiatives. The LoB infuses advanced QA testing techniques tosignificantly accelerate customers' time-to-marketwhile enabling themtostaywithin,oreven underbudget.

Atthetimeofjoining,youarerequiredtosubmitthefollowing:

- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,


## Mr.Kasani Srikanth,

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | 30000 |
| MealCard | 1667 | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | $\mathbf{0}$ |
| AnnualComponent (Payable <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

37. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
38. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\text {st }} \mathbf{J u n}$ ' $\mathbf{2 0}$.


## OfferLetter

## $\mathbf{1}^{\text {st }}$ Nov '19

## Dear Kondagadupula Sunil Kumar,

Congratulations!Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge, goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1 s}^{\text {st }} \mathbf{J u n}$ '20. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

Quality Leap Line of Business group is a major contributor to Value Momentum's growth. The service offeringsoftheLoBenable our customers maximizequality,timelinessandbudgetof their technology initiatives. The LoB infuses advanced QA testing techniques tosignificantly accelerate customers' time-to-marketwhile enabling themtostaywithin, oreven underbudget.

Atthetimeofjoining,youarerequiredtosubmitthefollowing:

- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,


Iacceptthetermsofthisletter

StackupdetailsofCompensation

## Mr.Kondagadupula Sunil Kumar,

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | 30000 |
| MealCard | 1667 | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | $\mathbf{0}$ |
| AnnualComponent (Payable <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

39. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
40. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\mathbf{1 t}} \mathbf{J u n}$ '20


OfferLetter
$1^{\text {st }}$ Nov' 19

## Dear Kunsoth Priyanka,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge,goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1}^{\text {st }}$ Jun'20. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

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- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,


ForValueMomentumSoftwareServicesPivt.Eta!
(Candidate'sSignature)

## Mr.Kunsoth Priyanka,

## StackupdetailsofCompensation

| Components | MonthlyAmount | Annual |  |
| :--- | :---: | :---: | :---: |
| BasicSalary | 9000 | 108000 |  |
| House RentAllowance | 3600 | 43200 |  |
| SpecialPay | 11001 | 132008 |  |
| ProvidentFund Contribution | 1800 | 21600 |  |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |  |
| ESI | 0 | 0 |  |
| FlexibleBenefits: | 2500 | 30000 |  |
| MealCard | $\mathbf{1 6 6 7}$ | 20000 |  |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |  |
| Total | VariablePay | $\mathbf{0}$ |  |
| AnnualComponent (Payable <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |  |
| TotalAnnualGross Salary |  |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

41. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
42. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontactheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\text {st }}$ Jun'20.

## TalentAcquisitionGroup

## OfferLetter

$1^{\text {st }}$ Nov' 19

## Dear Musham Deepika,

Congratulations!Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge,goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1}^{\text {st }}$ Jun'20. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

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Atthetimeofjoining,youarerequiredtosubmitthefollowing:

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- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

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Sincerely,


Iacceptthetermsofthisletter

ForValueMomentumSoftwareServicesPvt.Lded.E
(Candidate'sSignature)

StackupdetailsofCompensation

## Mr.Musham Deepika,

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | $\mathbf{3 6 0 0 0}$ |
| MealCard | $\mathbf{1 6 6 7}$ | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | $\mathbf{0}$ |
| AnnualComponent (Payable <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  | - |  |

## Note:

43. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
44. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\text {st }} \mathbf{J u n}$ ' $\mathbf{2 0}$.

## TalentAcquisitionGroup



## OfferLetter

## $\mathbf{1}^{\text {st }}$ Nov'19

## Dear Nadimpally Anusha,

Congratulations! Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge, goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

Your date of joining would be $\mathbf{1 s}^{\text {st }} \mathbf{J u n}$ ' $\mathbf{2 0}$. Youarerequired tosignand returntheduplicatecopy of the offerletter as a token of your acceptance.

## BrieflyaboutQuality LeapLoB:

Quality Leap Line of Business group is a major contributor to Value Momentum's growth. The service offeringsoftheLoBenable our customers maximizequality,timelinessandbudgetof their technology initiatives.The LoB infuses advanced QA testing techniques tosignificantly accelerate customers' time-to-marketwhile enabling themtostaywithin,oreven underbudget.

Atthetimeofjoining,youarerequiredtosubmitthefollowing:

- Photocopiesofallcertificatesincludingbirthcertificate,academicqualifications
- 3Passportsizephotographs
- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,
Iacceptthetermsofthisletter

## StackupdetailsofCompensation <br> Mr.Nadimpally Anusha,

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | 30000 |
| MealCard | 1667 | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | 0 |
| AnnualComponent (Payable <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

45. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
46. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\text {st }}$ Jun' $\mathbf{2 0}$.

## OfferLetter

## $1^{\text {st }}$ Nov' 19

## Dear Rafee Shaik,

Congratulations!Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge, goals andvalues areaperfect match for the organization.

You will be joining the Quality Leap Line ofBusiness (LoB) group of the organization. We hope you will fulfillall your career aspirations whileplaying a significant role in LoB'sgrowth!

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- Passportcopy(allpages)
- PanCard(Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. Kindly note that your appointment is subject to the successful background verification. Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process

Sincerely,


## Mr.Rafee Shaik,

## StackundetailsofCompensation

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
| ProvidentFund Contribution | 1800 | 21600 |
| Gratuity(payableasper <br> gratuityact) | 433 | 5192 |
| ESI | 0 | 0 |
| FlexibleBenefits: | 2500 | 30000 |
| MealCard | 1667 | 20000 |
| LTA | $\mathbf{3 0 0 0 0}$ | $\mathbf{3 6 0 0 0 0}$ |
| Total | VariablePay | $\mathbf{0}$ |
| AnnualComponent (Payable <br> fromthedateofjoining) | $\mathbf{3 6 0 0 0 0}$ (RupeesThreeLakhSixtyThousandOnly) |  |
| TotalAnnualGross Salary |  |  |


| Deductions: |  |  |
| :--- | :---: | :--- |
| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
|  |  |  |

## Note:

47. Deductionswillbemadetowards ProvidentFund,Professional Tax,GroupTerm Life Insurance, Group Personal Accidental Insurance and Income taxas applicable.
48. YouwillbeentitledtoBenefitlikeGroupMediclaimPersonalInsuranceasperthe company policy.

YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $\mathbf{1}^{\mathbf{s t}} \mathbf{J u n}$ '20.

## TalentAcquisitionGroup




## OfferLetter

## $1^{\text {st }}$ Nov' 19

## Dear Sangepu Rajeshwari,

Congratulations!Youhavesuccessfullycompletedtheinterviewprocess with Value Momentum and we're excited toofferyou the position of "SoftwareEngineer Testing - Trainee" GradeA1. Theinteractions duringthe interviewprocess have been quiteenriching,andit helped ustoknowyoubetter. We're confidentthatyourknowledge, goals andvalues areaperfect match for the organization.

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Sincerely,

$\overline{\text { ForValueMomentumSoftwaredexxicesPvt.Ltd. of Enge. \& Toch }}$
(Candidate'sSignature)
Gunthap iliy (M, Abcullapur

## Mr.Sangepu Rajeshwari,

StackupdetailsofCompensation

| Components | MonthlyAmount | Annual |
| :--- | :---: | :---: |
| BasicSalary | 9000 | 108000 |
| House RentAllowance | 3600 | 43200 |
| SpecialPay | 11001 | 132008 |
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| Deductions: |  |  |
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| ProvidentFund(Employee <br> \& Employer) | $3600(1800+1800)$ |  |
| Professionaltax | 200 |  |
| TotalDeductions | 3800 |  |
| IncomeTax | Asapplicable |  |
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## Note:

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YouarerequestedtocontacttheHumanResources Departmentforfurtherclarificationifany. This OfferLetteris valid for you tojoin on or before $1^{\text {st }}$ Jun' $\mathbf{2 0}$.


TalentAcquisitionGroup

## Sub: Offer of Employment

Congratulations! Pursuant to our discussions, we are delighted to extend you Offer of Intent with

## Zen Quality Assurance Private Limited ("Company").

You will be designated as Test Engineer and your gross annual salary will be Rs, 2,80,000, Your employment with the Company will commence tentatively from July 06, 2020 at Hyderabad. However, the exact Date of Joining will be informed to you.

This offer is subject to the following terms and conditions:

## 1. Education

Your appointment is contingent upon successful completion of your Highest Qualification scoring $65 \%$ and above throughout the academic with no backlogs.

## 2. Employment Agreement

2.1 You agree to work for the Company for at least Thirty (30) months from the date of your employment with us.
3. Others
3.1 You need to adhere to the Company's policies, benefits and guidelines which are subject to change from time to time.
3.2 Change in your marital status/residential address etc., should be communicated to the HR Team to enable us to keep your records up to date and also for any future communications.

We thank you for your interest in Zen Quality Assurance Pvt. Ltd. and look forward to a mutually beneficial association.


## Ravi Kuchampudi

Associate Vice President - HR


## Dear Chetan Vamshi

## Sub: Offer of Employment

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We thank you for your interest in Zen Quality Assurance Pvt. Ltd. and look forward to a mutually beneficial association.


## Ravi Kuchampudi

Associate Vice President - HR


## Dear Venkat Krishna

## Sub: Offer of Employment

Congratulations! Pursuant to our discussions, we are delighted to extend you Offer of Intent with

## Zen Quality Assurance Private Limited ("Company").

You will be designated as Test Engineer and your gross annual salary will be Rs. $\mathbf{2 , 8 0 , 0 0 0}$ Your employment with the Company will commence tentatively from July 06, 2020 at Hyderabad. However, the exact Date of Joining will be informed to you.

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We thank you for your interest in Zen Quality Assurance Pvt. Lid. and look forward to a mutually beneficial association.


## Ravi Kuchampudi

Associate Vice President - HR


Gunimapay on bomapumerng \& Tech


## Dear Bathula Sravan Kumar

## Sub: Offer of Employment

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## Zen Quality Assurance Private Limited ("Company").

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We thank you for your interest in Zen Quality Assurance Pvt. Lid. and look forward to a mutually beneficial association.


## Ravi Kuchampudi

Associate Vice President - HR


Dear Kanakam Usha Kiran

## Sub: Offer of Employment

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We thank you for your interest in Zen Quality Assurance Pvt. Ltd. and look forward to a mutually beneficial association.


## Ravi Kuchampudi Associate Vice President - HR



Avanthi Institute of Engg. \& Tech Gunthapally (V), Abdullapurmet (M dI), R.R. Dist.

## Dear Akula Rajkumar

## Sub: Offer of Employment

Congratulations! Pursuant to our discussions, we are delighted to extend you Offer of Intent with

## Zen Quality Assurance Private Limited ("Company").

You will be designated as Test Engineer and your gross annual salary will be Rs. $\mathbf{2 , 8 0 , 0 0 0}$. Your employment with the Company will commence tentatively from July 06,2020 at Hyderabad. However, the exact Date of Joining will be informed to you.

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We thank you for your interest in Zen Quality Assurance Pvt. Lid. and look forward to a mutually beneficial association.


## Ravi Kuchampudi

Associate Vice President - HR


Dear Baljapalli Shiva Kumar

## Sub: Offer of Employment

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We thank you for your interest in Zen Quality Assurance Pvt. Ltd. and look forward to a mutually beneficial association.


## Ravi Kuchampudi

## Associate Vice President - HR



Avanthi Institute of Engg. \& Tech
Gunthapally ( $V$ ), Abdullapurmel (Mad), R.R. Dist.

## Dear Balusani Maruthi Kumar

## Sub: Offer of Employment

Congratulations! Pursuant to our discussions, we are delighted to extend you Offer of Intent with

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## Ravi Kuchampudi

Associate Vice President - HR


Gunthapally (V), Abdullapurnet (WUI), R Z Dist

Dear Chowtakuri Nikhitha

## Sub: Offer of Employment

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## Ravi Kuchampudi

Associate Vice President - HR


Avanthi Institute of Engg. \& Tech Gunthapally ( $($ ), Abdullapurnet (Maid), R.R. Dist.

Dear Birader Pranitha

## Sub: Offer of Employment

Congratulations! Pursuant to our discussions, we are delighted to extend you Offer of Intent with

## Zen Quality Assurance Private Limited ("Company").

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## Ravi Kuchampudi

Associate Vice President - HR


Avanthi Inotitute of Engg. \& Toch Gunthapalily (V), Abdullapurmel (Mid), R.R. Dist.

Dear Ch Mounika

## Sub: Offer of Employment

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## Zen Quality Assurance Private Limited ("Company").

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## Ravi Kuchampudi

Associate Vice President - HR


Avanthi Inditute of Engg. \& Tech Gunthapally ( $($ ), Addullapurmol (Mia), R.R. Dist.

Dear Gadasandula Ramesh

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## Ravi Kuchampudi

## Associate Vice President - HR



Avanthi lnotitute of Engg. \& Tech Gunthapally ( $V$ ), Abdullapurmet (Wii), R.R. Dist.

## Dear Kara Dileep Kumar

## Sub: Offer of Employment

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## Ravi Kuchampudi

Associate Vice President - HR


Dear Kasthuri Manisha

## Sub: Offer of Employment

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## Ravi Kuchampudi

Associate Vice President - HR


Avanthi Incitiute of Engg. \& Tech Avanthi Inowithe (M) Abdullapurnot (Mid), R.R. Dist.

## Dear Kethavath Aruna

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## Rave Kuchampudi

Associate Vice President - HR


## Dear Myla Sai Jaideep

## Sub: Offer of Employment

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## Ravi Kuchampudi

Associate Vice President - HR


Avanthi Institute of Engg. \& Tech Gunthapzily (V), Abdullapurnel (I...i), R.R. Dist.

Dear Nalla Haritha

## Sub: Offer of Employment

Congratulations! Pursuant to our discussions, we are delighted to extend you Offer of Intent with

## Zen Quality Assurance Private Limited ("Company").

You will be designated as Test Engineer and your gross annual salary will be Rs. 2,80,000. Your employment with the Company will commence tentatively from July 06, 2020 at Hyderabad. However, the exact Date of Joining will be informed to you.

This offer is subject to the following terms and conditions:

## 1. Education

Your appointment is contingent upon successful completion of your Highest Qualification scoring $65 \%$ and above throughout the academic with no backlogs.

## 2. Employment Agreement

2.1 You agree to work for the Company for at least Thirty (30) months from the date of your employment with us.

## 3. Others

3.1 You need to adhere to the Company's policies, benefits and guidelines which are subject to change from time to time.
3.2 Change in your marital status/residential address etc., should be communicated to the HR

Team to enable us to keep your records up to date and also for any future communications.

We thank you for your interest in Zen Quality Assurance Pvt. Ltd. and look forward to a mutually beneficial association.


## Ravi Kuchampudi

## Associate Vice President - HR



PRINCIPAL
Avanthi liotilute of Engr. \& Tech Gunthapally (V), Abdullapurmel (MIU), RR. Dist.

Dear D Surya Prakash

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## Ravi Kuchampudi

Associate Vice President - HR


Dear S Sai Mani Krishna

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## Ravi Kuchampudi

Associate Vice President - HR


## Dear M Abhishek

## Sub: Offer of Employment

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## Zen Quality Assurance Private Limited ("Company").

You will be designated as Test Engineer and your gross annual salary will be Rs. $\mathbf{2 , 8 0 , 0 0 0}$. Your employment with the Company will commence tentatively from July 06, 2020 at Hyderabad. However, the exact Date of Joining will be informed to you.

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## Ravi Kuchampudi

Associate Vice President - HR


Dear Ananthula Manaswini-

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## Ravi Kuchampudi

Associate Vice President - HR


Dear D S Chandana

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## Ravi Kuchampudi Associate Vice President - HR



Avanthi
PRINCIPAL
Avanthi lisitilute of Eng. \& Tech

## Dear Indraganti Akhil Krishna

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## Ravi Kuchampudi

Associate Vice President - HR


Avanthi laotiute of Engg. \& Tech
Vi.thanally (V), Abdullapurmat ( $\mathrm{CV}^{2}$ ), RRR. Dist.

Dear Kiran Ready G

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## Ravi Kuchampudi

Associate Vice President - HR


Navigate your next
HRD/3T/1002393647/19-20
September 8, 2020
MAR. Goutham Shetty
S/o: Raj kumar Shetty
Hydcrabad
India
Ph: +91-8106710020
DearGoutham Shetty,
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 <br> EVP and Head Human Resources - Infosys Limited

Signature Nof Verified
Digitally signed by plchard Lobo
Date: 2021.09,08 $3.36: 33$ IST
Reason: Digitaty Signed
Location: Bangalfre


INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 918028520261
F 918028520362
askus@infosys.com
wwwinfosys.com

## Subject: Letter of Intent to Hire

## Dear Vanguru Jyothsna,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (maii id: hrteam@eidiko.com), no later than 15-June-2020, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

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4. You should have completed any Company organized training imparted prior to your date of joining
5. Submit all necessary legal documentation pertaining to your employment

We look forward to you having a rewarding career with us
Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,


## Ratan Siripurapu

Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd


## Subject: Letter of Intent to Hire

## Dear Shyamala bhanu Prasad,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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## EiEíKO

We look forward to you having a rewarding career with us
Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincereiy,


## Ratan Siripurapu

Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear E.Hema,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this ietter to our HR team (mail id: hrteam@eidiko.com), no later than 15-June-2020, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

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Eidiko Systems Integrators, Suite \#1, Floor \#1, MJRAMagnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

We look forward to you having a rewarding career with us
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Wishing you all the best,
Yours sincerely,


Ratan Siripurapu<br>Vice President - Operations<br>Eidiko Systems Integrators Pvt. Ltd

Subject: Letter of Intent to Hire

## Dear Vaddadi Sri Chakra Srinivas,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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Wishing you all the best,
Yours sincereiy,


## Ratan Siripurapu

Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd


## Subject: Letter of Intent to Hire

## Dear Mohammed Abdul Faisal,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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Wishing you all the best,
Yours sincerely,

## Ratan Siripurapu

Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Sajjan Lavan Kumar,

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Eidiko Systems Integrators, Suite \#1, Floor \#1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

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Wishing you all the best,
Yours sincerely,

## Ratan Siripurapu

Vice President - Operations
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## Subject: Letter of Intent to Hire

## Dear Siddagoni Rohini,

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## Please revert to us with your acceptance of this offer.

Wishing you all the best,
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Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Tudukurthy Haritha,

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- Eidiko Systems Integrators, Suite \#1, Floor \#1, MJR Magnifique, Avanthil lictitute of Enc. \& \& Toch Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

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Wishing you all the best,
Yours sincerely,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Verra Vani,

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Eidiko Systems Integrators, Suite \#1, Floor \#1, MJR Magnifique Avanthi (tivithatenty (V), Abdullapurmel (hia), RR, Oist Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

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Wishing you all the best,
Yours sincerely,

## Ratan Siripurapu

## Vice President - Operations <br> Eidiko Systems Integrators Pvt. Ltd



## Subject: Letter of Intent to Hire

## Dear Anitha Thorra,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than 15-June-2020, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

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## Following are the details about Trainee Software Engineer Position:

## Compensation

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is Rs. 1,80,000/- Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:
26. You are required to mandatorily possess the following documents at the time of joining:
a. A valid Passport
b. Income Tax PAN Card at the time of joining the Company.
27. You should have completed your academic course with a minimum of $65 \%$ or equivalent as specified at the time of your selection.
28. Minimum of $65 \%$ in HSC or equivalent course and minimum of First Class $65 \%$ in all other courses completed by you prior to your qualifying academic course.
29. You should have completed any Company organized training imparted prior to your date of joining
30. Submit all necessary legal documentation pertaining to your employment
info@eidiko.com
PRINCIPAL
Eidiko Systems Integrators, Suite \#1, Floor \#1, MJR Magnifique, Avanthi liowute of Eng ( V , Abdullapurnol (Man), R.R. Dist. Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

We look forward to you having a rewarding career with us
Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,

## Ratan Siripurapu

Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear B Sumanth,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than 15-June-2020, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

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## Following are the details about Trainee Software Engineer Position:

## Compensation

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is Rs. $\mathbf{1 , 8 0 , 0 0 0}$ /- Per Annum (INR One Lakh Eighty Thousand Rupees Only).

## This offer is subject to you satisfying the following requirements:

31. You are required to mandatorily possess the following documents at the time of joining:
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b. Income Tax PAN Card at the time of joining the Company.
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Eidiko Systems Integrators, Suite \#1, Floor \#1, MJR Magnifique Avanthi

We look forward to you having a rewarding career with us

## Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,

## Ratan Siripurapu

Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Barigala Praneesh,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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[^2]We look forward to you having a rewarding career with us
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Wishing you all the best,
Yours sincerely,

## Ratan Siripurapu

## Vice President - Operations

Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Bhukya Priyanka,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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Wishing you all the best,
Yours sincerely,

## Ratan Siripurapu

Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd


## Subject: Letter of Intent to Hire

## Dear Boda Hanuk,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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Wishing you all the best,
Yours sincerely,

## Ratan Siripurapu

Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd


## Subject: Letter of Intent to Hire

## Dear Boya Niranjan,

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Yours sincerely,

## Ratan Siripurapu

Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Chenchu Ganga Tarun Reddy,

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We look forward to you having a rewarding career with us

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Wishing you all the best,
Yours sincerely,

## Ratan Siripurapu

Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd


Eidiko Systems Integrators, Suite \#1, Fioor \#1, MiR Magnifique, Khajaguda X Roads, Gachibowli, Hyderathad,, India - 500008

## Subject: Letter of Intent to Hire

## Dear Doppa Deepthi,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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Wishing you all the best,
Yours sincerely,

## Ratan Siripurapu

Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Enjam Naveen,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than 15-June-2020, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

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Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,


Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Katkam Soumith Reddy,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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Eidiko Systems Integrators, Suite \#1, Floor \#1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

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Wishing you all the best,
Yours sincerely,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Kola Chandana,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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Wishing you all the best,
Yours sincerely,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Korra Srikanth,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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We look forward to you having a rewarding career with us
Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Kotla Venu,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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Wishing you all the best,
Yours sincerely,

## Ratan Siripurapu

Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Mangishetti Hariprasad,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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PRINCIPAL
+91 40-33182600
info@eidiko.com

Eidiko Systems Integrators, Suite \#1, Floor \#1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

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Wishing you all the best,
Yours sincerely,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

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## Subject: Letter of Intent to Hire

## Dear K Srinivas,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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99. You should have completed any Company organized training imparted prior to your date of joining
100. Submit all necessary legal documentation pertaining to your employment

Eidiko Systems Integrators, Suite \#1, Floor \#1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

We look forward to you having a rewarding career with us
Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,

## Subject: Letter of Intent to Hire

## Dear Naidu Koteshwar Rao,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than 15-June-2020, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on 06-July-2020 or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

## Following are the details about Trainee Software Engineer Position:

## Compensation

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is Rs. 1,80,000/- Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:
101. You are required to mandatorily possess the following documents at the time of joining:
a. A valid Passport
b. Income Tax PAN Card at the time of joining the Company.
102. You should have completed your academic course with a minimum of $65 \%$ or equivalent as specified at the time of your selection.
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105. Submit all necessary legal documentation pertaining to your employment PRINCIP』!


[^5]We look forward to you having a rewarding career with us
Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,


Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Poluri Naga Sai Harish,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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This offer is subject to you satisfying the following requirements:
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110. Submit all necessary legal documentation pertaining to your gmployment

We look forward to you having a rewarding career with us

## Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,

Ratan Siripurapu<br>Vice President - Operations<br>Eidiko Systems Integrators Pvt. Ltd



## Subject: Letter of Intent to Hire

## Dear Ravikanti Mounika,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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65\% or
113. Minimum of $65 \%$ in HSC or equivalent course and minimum of First Class $65 \%$ in all other courses completed by you prior to your qualifying academic course.
114. You should have completed any Company organized training imparted prior to your date of joining
115. Submit all necessary legal documentation pertaining to vifermployment

[^6] Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

We look forward to you having a rewarding career with us
Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,

Ratan Siripurapu<br>Vice President - Operations<br>Eidiko Systems Integrators Pvt. Ltd



## Subject: Letter of Intent to Hire

## Dear Ravula Koushik Reddy,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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116. You are required to mandatorily possess the following documents at the time of joining:
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117. You should have completed your academic course with a minimum of $65 \%$ or equivalent as specified at the time of your selection.
118. Minimum of $65 \%$ in HSC or equivalent course and minimum of First Class 65\% in all other courses completed by you prior to your qualifying academic course.
119. You should have completed any Company organized training imparted prior to your date of joining
120. Submit all necessary legal documentation pertaining tó you

We look forward to you having a rewarding career with us
Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,

## Ratan Siripurapu

Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Salluri Mahesh,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization,

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than 15-June-2020, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

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This offer is subject to you satisfying the following requirements:
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124. You should have completed any Company organized training imparted prior to your date of joining
125. Submit all necessary legal documentation pertaining foygurlemployment PRINCIP!!
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info@eidiko.com

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Yours sincerely,

Ratan Siripurapu<br>Vice President - Operations<br>Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Singu Karthik,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than 15-June-2020, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

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126. You are required to mandatorily possess the following documents at the time of joining:
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129. You should have completed any Company organized training imparted prior to your date of joining
130. Submit all necessary legal documentation pertaining to yontiewnoloymen

[^7]We look forward to you having a rewarding career with us
Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,

## Ratan Siripurapu

Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Surakanti Prashanth,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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This offer is subject to you satisfying the following requirements:
131. You are required to mandatorily possess the following documents at the time of joining:
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[^8] Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

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Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,

## Ratan Siripurapu

Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd


## Subject: Letter of Intent to Hire

## Dear Syed Ayesha Anjum,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Amireddy Manoj Kumar Reddy,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than 15-June-2020, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

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Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,

Ratan Siripurapu<br>Vice President - Operations<br>Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Peluri Vanajakshi,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than 15-June-2020, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

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[^9]We look forward to you having a rewarding career with us
Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,

Ratan Siripurapu<br>Vice President - Operations<br>Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Ramagiri Saikrishna,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than 15-June-2020, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

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Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,

## Ratan Siripurapu

Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Adimalla Raashi,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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+91 40-33182600

info@eidiko.com

Eidiko Systems Integrators, Suite \#1, Floor \#1, MJR Magnifique,

We look forward to you having a rewarding career with us
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Wishing you all the best,
Yours sincerely,

Ratan Siripurapu<br>Vice President - Operations<br>Eidiko Systems Integrators Pvt. Ltd

## Subject: Letter of Intent to Hire

## Dear Bandi Swathi,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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161. You are required to mandatorily possess the following documents at the time of joining:
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We look forward to you having a rewarding career with us
Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,

## Subject: Letter of Intent to Hire

## Dear Boosa Mounika,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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169. You should have completed any Company organized training imparted prior to your date of joining
170. Submit all necessary legal documentation pertaining to qur entabyment

We look forward to you having a rewarding career with us
Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,

## Subject: Letter of Intent to Hire

## Dear K Thirupataiah,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than 15-June-2020, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

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172. You should have completed your academic course with a minimum of $65 \%$ or equivalent as specified at the time of your selection.
173. Minimum of $65 \%$ in HSC or equivalent course and minimum of First Class $65 \%$ in all other courses completed by you prior to your qualifying academic course.
174. You should have completed any Company organized training imparted prior to your date of joining
175. Submit all necessary legal documentation pertaining to your employment


[^10]We look forward to you having a rewarding career with us
Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,

## Confirmation Letter

## Dear GOUTHAM SHETTY,

With reference to the application and subsequent with us at your college on $4^{\text {th }}$ August 2020 (Tuesday). We are pleased to offer you for a position of "NEEM - TRAINEE" with "Wipro Infrastructure Engineering". Work location: Sipcot Industrial Park, Irunagattukottai, Sriperumbudur, C1, Mevalurkuppam, and Tamil Nadu - 602105.

## We are offering a stipend of Rs: 12,500/- (Including Canteen and Transportation deductions).

## Department: Production and Assembly

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

On the date of joining the following documents are required:

1. Resume - 2 nos
2. $10^{\text {th }}$ and Graduation Documents -2 nos
3. Passport size photographs -3 nos
4. Provisional Certificate -2 nos
5. Aadhaar card -2 nos
6. Bank details -3 nos


## For Wipro Infrastructure Engineering



Wipro Infrastructure EngineeringPlot C-1, SIPCOT Industrial Park,Irrungattukottai, Taluk Sriperumbudur, Chennai-602105, Tamil Nadu, India

## Confirmation Letter

## Dear E Sai Phani,

With reference to the application and subsequent with us at your college on $4^{\text {th }}$ August 2020 (Tuesday). We are pleased to offer you for a position of "NEEM - TRAINEE" with "Wipro Infrastructure Engineering". Work location: Sipcot Industrial Park, Irunagattukottai, Sriperumbudur, C1, Mevalurkuppam, and Tamil Nadu - 602105.

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## For Wipro Infrastructure Engineering



Authorized Signatory

Wipro Infrastructure EngineeringPlot C-1, SIPCOT Industrial Park, Irrungattukottai, Taluk Sriperumbudur, Chennai-602105, Tamil Nadu, India

## Subject: Letter of Intent to Hire

Dear Sal Manvitha,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: digital@sbpgroup.in), no later than 17-June-2020, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on 11-July-2020 or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

## Following are the details about Trainee Software Engineer Position:

## Compensation

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is Rs. $\mathbf{1 , 9 0 , 0 0 0}$ /- Per Annum (INR One Lakh Ninety Thousand Rupees Only).

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We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,


Raj Kumar
Vice President Operations
SAP
Corp


## Subject: Letter of Intent to Hire

## Dear Goutham Reddy,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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Raj Kumar
Vice President Operations
SBP
Corp


## Subject: Letter of Intent to Hire

## Dear Sudheer Raj,

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PRINCIPAL

We look forward to you having a rewarding career with us

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Yours sincerely,


Raj Kumar
Vice President Operations
SBP
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## Subject: Letter of Intent to Hire

## Dear Anusha,

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Raj Kumar
Vice President Operations
SBP
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## Subject: Letter of Intent to Hire

## Dear Gaga Tarun,

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Raj Kumar
Vice President Operations
SBP
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## Subject: Letter of Intent to Hire

## Dear Venkat Krishna,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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Raj Kumar
Vice President Operations
SBP
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## Subject: Letter of Intent to Hire

## DearMohd Imran Shareef,

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Wishing you all the best,
Yours sincerely,


Raj Kumar
Vice President Operations
SBP Corp


## Subject: Letter of Intent to Hire

## DearNeeraj Kumar Gupta,

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We look forward to you having a rewarding career with us
Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,


Raj Kumar
Vice President Operations
SBP Corp


Avanthi lintitute of Engg. \& Tech
Gunthapaliy ( $($ ) Abdullapumel (widi), R.R. Dist.

## Subject: Letter of Intent to Hire

## DearSambaru Ashok Kumar,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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Wishing you all the best,
Yours sincerely,


Raj Kumar
Vice President Operations
SBP Corp

Avanthi liowitute of Engg. \& Tech


## Subject: Letter of Intent to Hire <br> DearSammeta Deepak Kumar,

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Wishing you all the best,
Yours sincerely,


Raj Kumar
Vice President Operations
SBP Corp

## Subject: Letter of Intent to Hire

## DearSinganaboina Chandrashekar,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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We look forward to you having a rewarding career with us
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Wishing you all the best,
Yours sincerely,


Raj Kumar

## Vice President Operations

## SBP Corp



Avanthi Inoliute of Eng.
\& Tech Gunthapaliy ( $V$, Aboullapurnal (Mai), R.R. Dist.

## Subject: Letter of Intent to Hire

## DearVadla Shivakumar,

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Gunthapaily (V), Abcullapurnol (Nati), R.R. Dist.

We look forward to you having a rewarding career with us

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Wishing you all the best,
Yours sincerely,


Raj Kumar
Vice President Operations
SBP Corp

## Subject: Letter of Intent to Hire

## DearVemula Saritha,

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Raj Kumar
Vice President Operations
SBP Corp


Avanthi laciutute of Engj. \& Toch Gunthapaily (V), Aboullapurmol (ivir), RR. Cist.

## Subject: Letter of Intent to Hire

## DearA Shiva Kumar Yadav,

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We look forward to you having a rewarding career with us
Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,


Raj Kumar
Vice President Operations
SBP Corp

## Subject: Letter of Intent to Hire

## DearB Sumanth,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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## Subject: Letter of Intent to Hire

## DearBathula Rajkumar,

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Avanthi


Email: info@sbpcorp.com

## Subject: Letter of Intent to Hire

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## Subject: Letter of Intent to Hire

## DearChilveru Vinay Kumar,

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## Subject: Letter of Intent to Hire

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## Subject: Letter of Intent to Hire

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## Vice President Operations

SBP Corp


## Subject: Letter of Intent to Hire

## DearKethavath Ravinaik,

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## Vice President Operations

SBP Corp

## Subject: Letter of Intent to Hire

## DearM Satyanarayana,

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## Subject: Letter of Intent to Hire

## DearMallepoola Sravan Kumar,

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Raj Kumar
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SBP Corp


## Subject: Letter of Intent to Hire

## DearMuchakurthi Sravan Kumar,

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## Subject: Letter of Intent to Hire

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## Subject: Letter of Intent to Hire

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## Subject: Letter of Intent to Hire <br> DearPasham Madhusudhan,

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## Subject: Letter of Intent to Hire

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## Subject: Letter of Intent to Hire <br> DearPunna Sampath Kumar,

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4. You should have completed any Company organized training impartedprior to your date of joining
5. Submit all necessary legal documentation pertaining to your employment

Avan (V), Abcullapuri.
Curthap:.... (V), Abcullapun

We look forward to you having a rewarding career with us
Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,


Raj Kumar
Vice President Operations
SBP Corp


## Subject: Letter of Intent to Hire <br> DearT Roopesh Goud,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: digital@sbpgroup.in), no later than 17-June-2020, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

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CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is Rs. $\mathbf{1 , 9 0 , 0 0 0} /-$ Per Annum (INR One Lakh Ninety Thousand Rupees Only).

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PRINCIP ^:
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Avanmin ( $)$, Abcullapur
Gurthap (I.j) (V), Aboullapun

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Yours sincerely,


Raj Kumar
Vice President Operations
SBP Corp


## Subject: Letter of Intent to Hire <br> DearKondapalakala Sandeep Kumar,

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Raj Kumar
Vice President Operations
SBP Corp


## Subject: Letter of Intent to Hire

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Wishing you all the best,
Yours sincerely,


Raj Kumar
Vice President Operations
SBP Corp


## Subject: Letter of Intent to Hire

## DearAmmanabrolu Sai Karthik,

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We look forward to you having a rewarding career with us Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,


Raj Kumar
Vice President Operations
SBP Corp


## Subject: Letter of Intent to Hire

## DearArla Marish Reddy,

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Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,


Raj Kumar
Vice President Operations
SBP Corp


## Subject: Letter of Intent to Hire

## DearBaddam Sandeep Reddy,

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We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: digital@sbpgroup.in), no later than 17-June-2020, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

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We look forward to you having a rewarding career with us
Please revert to us with your acceptance of this offer.

Wishing you all the best,
Yours sincerely,


Raj Kumar

## Vice President Operations

SBP Corp

## Subject: Letter of Intent to Hire

## DearBaddam Vamshi Vardhan Reddy,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a Trainee Software Engineer in our Organization.

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We look forward to you having a rewarding career with us

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Raj Kumar
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## Subject: Letter of Intent to Hire

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Yours sincerely,


Raj Kumar
Vice President Operations
SBP Corp

Subject: Letter of Intent to Hire

DearBandi Srikanth,

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Yours sincerely,


Raj Kumar
Vice President Operations
SBP Corp


## Subject: Letter of Intent to Hire <br> DearBiradhar Veer Shetty,

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Raj Kumar
Vice President Operations
SBP Corp


## Subject: Letter of Intent to Hire

## DearChittireddy Mahipal Reddy,

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Raj Kumar
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SBP Corp


Avantin

## Subject: Letter of Intent to Hire <br> DearD Prashanth,

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Raj Kumar
Vice President Operations
SBP Corp


## Subject: Letter of Intent to Hire

## DearDeshmukh Dilip Kumar,

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Wishing you all the best,
Yours sincerely,


Raj Kumar

## Vice President Operations

SBP Corp


# Vistex Asia-Pacific Pvt. Ltd. 

Formerly Vistex (India) Put Ltd

HYDERABAD : 3rd Floor, DSF Corporate Center, $1 \cdot 90 / \mathrm{B} / \mathrm{C} / 4 / \mathrm{A}$
Patrika Nagar. Plot No : \&: Madhapur. Hyderabad b000e1
-Telefax : 040.23114413
CIN: U72900MH2003PTC142888

## December 04, 2019

Mr. Chetan Vamshi, Hyderabad

## Offer cum Appointment Letter

Dear Mr. Chetan Vamshi,

This letter is to confirm your appointment as Associate Software Engineer with Vistex Asia-Pacific Private Ltd. You will be based out of our Hyderabad, India office.

Your reporting date at Vistex Asia-Pacific Pvt, Ltd. Hyderabad will be June 1, 2020 or earlier.
Your annual Compensation will be Rs. 300000/- (Rupees Three Lakh Only) as outlined in Annexure - A. This is subject to usual statutory and / or other taxes, which may be imposed from time to time by the Government, or any public body authorized to do so. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skillsspecific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

You are expected to serve us for a minimum period of three years and have to sign a contract for the same at the time of joining.

You shall be on probation for a period of Six months from the date of joining. The period of probation can be extended or reduced at the discretion of the Company. Based on your performance, you could be confirmed, terminated or probation extended for a further period. On successful completion of your probation period, you shall be given a letter confirming you as a regular employee of the Company.

Your employment with us will be governed by the Terms \& Conditions as detailed in the Annexure -B. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies of the Firm as announced or amended from time to time. These amendments would be binding on you, immediately on its publication.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.


Vistex Asia-Pacific Pvt. Ltd.<br>Formerly Vistex (india) Put Ltd<br>HYDERABAD : 3rd Floor, DSF Corporate Center, 1-90/B/C/4/A<br>Patrica Nagar, Plot No 182, Madhapur, Hyderabad 500081<br>-Telefax : 040-23114413

GIN: U72900MH2003PTC142888

Please sign all the pages and declaration and return duplicate copy of this letter in token of your acceptance. Please note that this offer shall remain open for 5 days post- receipt of this employment contract, by which date if you have not given your acceptance in writing it shall automatically be deemed to have been rejected.

We congratulate you on your appointment and wish you a long and successful career with us. We look forward to having you in our team and are excited to jointly explore the opportunities that lie ahead of us.

Sincerely,


HR Manager
Anu Gudala

Initial $\qquad$


PRINCIPAL
Avanthi Institute of Eng. \& Tech
Gunthapally (V), Abdullapurmet (M dI), R.R. Dist.


Formerly : Vistex (india) Pvt. Lkd

HYDERABAD : 3rd Floor, DSA Corporate Center, 1-90/E/C/4/A Patrika Nagar, Piot No 182, Madhapur, Hyderabad 500081
-Telefax : 040-23114413
CIN: U72900MH2003PTC142888

## Annexure - A

| Name | Mr. Chetan Vamshi |
| :--- | :--- |
| Designation | Associate Software Engineer |
| Work Location | Hyderabad, India |


(Other Benefits:
Group Health Insurance Coverage: 1 Lakh for Employee, 2 Lakhs for Employee + Spouse, 3 Lakhs for Employee + Spouse + Children)

For Vistex Asia-Pacific Pvt. Ltd.


Anu Gudala
HR Manager

Initial $\qquad$ 1


PRINCIPAL
Avanthi Institute of Engg. \& Tech Gunthapally (V), Abdullapurmet (MdI), R.R. Dist.

## 1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars.

1. Nature of Work:

Your nature of work mainly includes all the aspects of the Software Development as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior/team lead from time to time.

## 2. Working Hours:

You should work for a minimum of 9.30 hrs a day including one hour break time and follow your Team timings. You will be required to work extra hours as and when required and informed by your senior/team lead.
3. Late comings:

The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.
4. Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.
5. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.
6. Performance Reviews/Appraisal:

The Company also has a policy of annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous one year.

## 7. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking.

## REGD OFF

# Vistex Asia-Pacific Pvt. Ltd. <br> Formerly Vistex (India) Put Lid 

HYDERABAD : 3rdFloor, DSR Corporate Center, $1-90 / \mathrm{E} / \mathrm{O} / 4 / \mathrm{A}$, Patrika Nagar. Plot No : \&22, Madhapur, Hyderabad 500081

- Telefax : 040-23114413

CIN: U72900MH2003PTC142888
any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

## 2. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

## 3. Restrain:

## a. Access to Information:

Information is available on need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

## b. Restriction on Personal Use:

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.
4. Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. No leave will be allowed during probation unless it is an emergency.
5. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

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# Vistex Asia-Pacific Pvt. Ltd. <br> Formerly Vistex (India) Put Ltd 

6. Termination of Service:
a. Either party can terminate this employment by serving a notice of three months.
b. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
c. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or nonconformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.
7. Employment with Clients/Partners:
you will not accept employment with any of Vistex clients/partners for the period of 12 months immediately following the termination of employment.

## 8. Bond signing (Sponsored Rotation Program)

The Company, from time to time, sponsors Rotation Program for eligible employees to provide an additional incentive and at the same time to derive benefit by having employees take up additional responsibilities in achieving business goals of the Organization.
In consideration of Such Rotation Program, at the Organization's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently and not leave the Organization for a prescribed period while on deputation or after return to base location. If you fail to do so, you shall be required to refund to the Firm the cost of travel period in accordance with applicable slabs of refunds.
9. Standing Orders:

You will abide by the Standing Orders, rules \& regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

## 10. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.


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## 11. General:

As an employee of the Organization you are required to book proper time and expenses, use the company provided email ID and Internet for business purposes, not share your ID/access card with anyone else, maintain good housekeeping practices and also dress in a professional manner at all times.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time and they become binding upon you immediately on its publication.
12. Employee Consent

You hereby give consent to the Organization to collect, hold, store and process, both electronically and manually, all the personal information it collects or has collected in relation to you or belonging to you and your employment (in the course of your employment), for the purposes of the Company, egg. management and administration of its employees and its business or for compliance with applicable procedures, laws and regulations and you also consent to the transfer, storage and processing by the Firm, agents, contractors or sub-contractors or other Vistex entities (each of which is a separate legal entity) of such personal information within or outside India.

## Sincerely,

For vistex Asia- Pacific Pvt Ltd.


Anu Gudala
HR Manager


[^11]"I have read understood and unconditionally accept the terms and conditions of my appointment letter and agree to keep its contents strictly private and confidential. I understand that my sharing this confidential information with anybody, including but not limited to any employee of the Company, will amount to a breach of my employment terms with the Company and I will be liable to be terminated without any notice or compensation in lieu of. I hereby declare that the information stated in my resumeand any other information I have given/may give the Company is complete, accurate and true in all aspects."

I agree that I have read, understand, and accept employment with Vistex under the terms and conditionsstated above.

Name:

## Signature:

Date:
Place: Hyderabad


[^12]

## December 04, 2019

## Mr. Goparapu Srikanth, Hyderabad

## Offer cum Appointment Letter

Dear Mr. Goparapu Srikanth,
This letter is to confirm your appointment as Associate Software Engineer with Vistex Asia-Pacific Private Ltd. You will be based out of our Hyderabad, India office.

Your reporting date at Vistex Asia-Pacific Pvt, Ltd. Hyderabad will be June 1, 2020 or earlier.
Your annual Compensation will be Rs. 300000/- (Rupees Three Lakh Only) as outlined in Annexure - A. This is subject to usual statutory and / or other taxes, which may be imposed from time to time by the Government, or any public body authorized to do so. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skillsspecific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

You are expected to serve us for a minimum period of three years and have to sign a contract for the same at the time of joining.

You shall be on probation for a period of Six months from the date of joining. The period of probation can be extended or reduced at the discretion of the Company. Based on your performance, you could be confirmed, terminated or probation extended for a further period. On successful completion of your probation period, you shall be given a letter confirming you as a regular employee of the Company.

Your employment with us will be governed by the Terms \& Conditions as detailed in the Annexure -B. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies of the Firm as announced or amended from time to time. These amendments would be binding on you, immediately on its publication.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.


Vistex Asia-Pacific Pvt. Ltd.
Formerly Vistex (India) Put Lid

HYDERABAD : ard Floor, DSA Corporate Center, 1-90:EICi4/A
Patrika Nagar, Plot No :\&2. Machaoux, Hyderabad 500081

- Telefax : 040-23114413

CTN: U72900MH2003PTC142888

Please sign all the pages and declaration and return duplicate copy of this letter in token of your acceptance. Please note that this offer shall remain open for 5 days post- receipt of this employment contract, by which date if you have not given your acceptance in writing it shall automatically be deemed to have been rejected.

We congratulate you on your appointment and wish you a long and successful career with us. We look forward to having you in our team and are excited to jointly explore the opportunities that lie ahead of us.

Sincerely,


HR Manager
Anu Gudala
Initial



Vistex Asia-Pacific Pvt. Ltd.<br>Formerly Vistex (India) Pvt Ltd<br>HYDERABAD: 3rd Floor, DSA Corporate Center, 1.90/B/CH4A<br>Patrika Nagar, Plot No i\&2, Machapur, Hyderabad 500081<br>- Telefax : 040-23114413

## Annexure - A

| Name | Mr. Goparapu Srikanth |
| :--- | :--- |
| Designation | Associate Software Engineer |
| Work Location | Hyderabad, India |



## (Other Benefits:

Group Health Insurance Coverage: 1 Lakh for Employee, 2 Lakhs for Employee + Spouse, 3 Lakhs for Employee + Spouse + Children)

For Vistex Asia-Pacific Pvt. Ltd.


Anu Gudala
HR Manager Initial $\qquad$


Avanthi Institute of Eng. \& Tech
Gunthapally (V), Abdullapurmet (MaI), R.R. Dist.


## Annexure - B

## 1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars.

1. Nature of Work:

Your nature of work mainly includes all the aspects of the Software Development as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior/team lead from time to time.
2. Working Hours:

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3. Late comings:

The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.
4. Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

## 5. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.
6. Performance Reviews/Appraisal:

The Company also has a policy of annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous one year.

## 7. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such. improvement and you shall assign all rights thereof to the company for the purpose of seeking

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# Vistex Asia-Pacific Pvt. Ltd. 

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HYDERABAD : 3rd Floor, DSA Corporate Cemer, 1.90.EICI4/A Patrika Nagar, Plot No I\&2. Machaour. Hyderabad 500081

- Telefax : 040-23114413

CIN: U72900MH2003PTC142888
any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

## 2. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

## 3. Restrain:

## a. Access to Information:

Information is available on need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

## b. Restriction on Personal Use:

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.

## 4. Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. No leave will be allowed during probation unless it is an emergency.

## 5. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

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Vistex Asia-Pacific Pvt. Ltd.
Formeryy Vistex (india) Put Lid

HYDERABAD: 3rd Foor. DSF Corporate Center, 1-90/B/Ci4/A Patrika Nagar, Płot No :82, Madhaour, Hyderabad 50008

- Telefax : 040-23114413

CIN: U72900MH2003PTC142888
6. Termination of Service:
a. Either party can terminate this employment by serving a notice of three months.
b. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
c. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or nonconformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.
7. Employment with Clients/Partners:
you will not accept employment with any of Vistex clients/partners for the period of 12 months immediately following the termination of employment.
8. Bond signing (Sponsored Rotation Program)

The Company, from time to time, sponsors Rotation Program for eligible employees to provide an additional incentive and at the same time to derive benefit by having employees take up additional responsibilities in achieving business goals of the Organization.
In consideration of Such Rotation Program, at the Organization's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently and not leave the Organization for a prescribed period while on deputation or after return to base location. If you fail to do so, you shall be required to refund to the Firm the cost of travel period in accordance with applicable slabs of refunds.
9. Standing Orders:

You will abide by the Standing Orders, rules \& regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.
10. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.


## 11. General:

As an employee of the Organization you are required to book proper time and expenses, use the company provided email ID and Internet for business purposes, not share your ID/access card with anyone else, maintain good housekeeping practices and also dress in a professional manner at all times.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time and they become binding upon you immediately on its publication.

## 12. Employee Consent

You hereby give consent to the Organization to collect, hold, store and process, both electronically and manually, all the personal information it collects or has collected in relation to you or belonging to you and your employment (in the course of your employment), for the purposes of the Company, e.g. management and administration of its employees and its business or for compliance with applicable procedures, laws and regulations and you also consent to the transfer, storage and processing by the Firm, agents, contractors or sub-contractors or other Vistex entities (each of which is a separate legal entity) of such personal information within or outside India.

Sincerely,

For vistex Asia- Pacific Pvt Ltd.


Anu Gudala
HR Manager

## Declaration

"I have read understood and unconditionally accept the terms and conditions of my appointment letter and agree to keep its contents strictly private and confidential. I understand that my sharing this confidential information with anybody, including but not limited to any employee of the Company, will amount to a breach of my employment terms with the Company and I will be liable to be terminated without any notice or compensation in lieu of. I hereby declare that the information stated in my resumeand any other information I have given/may give the Company is complete, accurate and true in all aspects."

I agree that I have read, understand, and accept employment with Vistex under the terms and conditionsstated above.

Name:

## Signature:

## Date:

Place: Hyderabad

## December 04, 2019

## Mr. Goplaram Sangameshwar, Hyderabad

## Offer cum Appointment Letter

Dear Mr. Goplaram Sangameshwar,
This letter is to confirm your appointment as Associate Software Engineer with Vistex Asia-Pacific Private Ltd. You will be based out of our Hyderabad, India office.

Your reporting date at Vistex Asia-Pacific Pvt, Ltd. Hyderabad will be June 1, 2020 or earlier.
Your annual Compensation will be Rs. 300000/- (Rupees Three Lakh Only) as outlined in Annexure - A. This is subject to usual statutory and / or other taxes, which may be imposed from time to time by the Government, or any public body authorized to do so. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skillsspecific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

You are expected to serve us for a minimum period of three years and have to sign a contract for the same at the time of joining.

You shall be on probation for a period of Six months from the date of joining. The period of probation can be extended or reduced at the discretion of the Company. Based on your performance, you could be confirmed, terminated or probation extended for a further period. On successful completion of your probation period, you shall be given a letter confirming you as a regular employee of the Company.

Your employment with us will be governed by the Terms \& Conditions as detailed in the Annexure -B. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies of the Firm as announced or amended from time to time. These amendments would be binding on you, immediately on its publication.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.


Gunthapally (V), Abdullapurmet (MdI), R.R. Dist.
Initial


Vistex Asia－Pacific Pvt．Ltd．<br>Formerly Vistex（India）PVt Lid<br>HYDERABAD ：Brad Floor，DSA Corporate Center，1－90jBrCi4浚<br>Patrika Nagar，Plot No ：\＆2．Madhapur．Hyderabad 500081<br>－Telefax ：040－23114413

CIV：U72900MH2003PTC142888

Please sign all the pages and declaration and return duplicate copy of this letter in token of your acceptance．Please note that this offer shall remain open for 5 days post－receipt of this employment contract，by which date if you have not given your acceptance in writing it shall automatically be deemed to have been rejected．

We congratulate you on your appointment and wish you a long and successful career with us．We look forward to having you in our team and are excited to jointly explore the opportunities that lie ahead of us．

Sincerely，


HR Manager
Anu Gudala Initial $\qquad$


Vistex Asia-Pacific Pvt. Ltd.
Formerly Vistex (India) Put Lid

HYDERABAD : 3rd Floor, DSA Corporate Center, 1-90/B/Ci4/A.
Patrika Nagar. Plot No :\&2. Machapur, Hyderabad 500081 - Telefax : 040-23114413

CIN: U72900MH2003PTC142888

## Annexure - A

| Name | Mr. Goplaram Sangameshwar |
| :--- | :--- |
| Designation | Associate Software Engineer |
| Work Location | Hyderabad, India |


(Other Benefits:
Group Health Insurance Coverage: 1 Lakh for Employee, 2 Lakhs for Employee + Spouse, 3 Lakhs for Employee + Spouse + Children)

For Vistex Asia-Pacific Pvt. Ltd.


Anu Gudala
HR Manager
Initia $\qquad$


## Annexure-B

## 1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars.

1. Nature of Work:

Your nature of work mainly includes all the aspects of the Software Development as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior/team lead from time to time.
2. Working Hours:

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You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.
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The Company also has a policy of annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous one year.
7. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking


# Vistex Asia-Pacific Pvt. Ltd. <br> Formerly: Vistex (india) Pyt itd 

HYDERABAD : 3rd Floor, DSA Corporate Center ;-90/BICI4/A Patrika Nagar. Plot No : \&2. Madhaour. Hyderabad 500081
-Telefax : 040-23114413
CIN: U72900MH2003PTC142888
any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.
2. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

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## a. Access to Information:

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4. Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. No leave will be allowed during probation unless it is an emergency.
5. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer systempdisabling all working stations, floppy disk drives and companywide awareness about the need foreprotection- of intellectual property and sensitive customer information.

Initial of the Employee
6. Termination of Service:
a. Either party can terminate this employment by serving a notice of three months.
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c. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or nonconformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.
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You will abide by the Standing Orders, rules \& regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

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# Vistex Asia-Pacific Pvt. Ltd. 

Formerly Vislex (india) Pvt Lao

HYDERABAD : Ord Floor, DSA Corporate Center, 1-90/B/Ci iA
Patrika Nagar. Plot No : \& 2, Madhapur, Hyderabad 500081
-Telefax: 040-23114413
CNN: U72900MH2003PTC142888
11. General:

As an employee of the Organization you are required to book proper time and expenses, use the company provided email ID and Internet for business purposes, not share your ID/access card with anyone else, maintain good housekeeping practices and also dress in a professional manner at all times.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time and they become binding upon you immediately on its publication.

## 12. Employee Consent

You hereby give consent to the Organization to collect, hold, store and process, both electronically and manually, all the personal information it collects or has collected in relation to you or belonging to you and your employment (in the course of your employment), for the purposes of the Company, egg. management and administration of its employees and its business or for compliance with applicable procedures, laws and regulations and you also consent to the transfer, storage and processing by the Firm, agents, contractors or sub-contractors or other Vistex entities (each of which is a separate legal entity) of such personal information within or outside India.

Sincerely,

For vistex Asia- Pacific Pvt Ltd.


Anu Gudala
HR Manager


# Vistex Asia-Pacific Pvt. Ltd. 

Formerly V istex (india) Put Litd.

## Declaration

"I have read understood and unconditionally accept the terms and conditions of my appointment letter and agree to keep its contents strictly private and confidential. I understand that my sharing this confidential information with anybody, including but not limited to any employee of the Company, will amount to a breach of my employment terms with the Company and I will be liable to be terminated without any notice or compensation in lieu of. I hereby declare that the information stated in my resumeand any other information I have given/may give the Company is complete, accurate and true in all aspects."

I agree that I have read, understand, and accept employment with Vistex under the terms and conditionsstated above.

## Name:

## Signature:

Date:
Place: Hyderabad

Avanthi Institute of Engg. \& Tech
Gunthapally (V), Abdullapumel (Mdl), R.R. Dist.



## December 04, 2019

Mr. Gullive Saikumar, Hyderabad

## Offer cum Appointment Letter

Dear Mr. Gullive Saikumar,

This letter is to confirm your appointment as Associate Software Engineer with Vistex Asia-Pacific Private Ltd. You will be based out of our Hyderabad, India office.

Your reporting date at Vistex Asia-Pacific Pvt, Ltd. Hyderabad will be June 1, 2020 or earlier.
Your annual Compensation will be Rs. 300000/- (Rupees Three Lakh Only) as outlined in Annexure - A. This is subject to usual statutory and / or other taxes, which may be imposed from time to time by the Government, or any public body authorized to do so. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skillsspecific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

You are expected to serve us for a minimum period of three years and have to sign a contract for the same at the time of joining.

You shall be on probation for a period of Six months from the date of joining. The period of probation can be extended or reduced at the discretion of the Company. Based on your performance, you could be confirmed, terminated or probation extended for a further period. On successful completion of your probation period, you shall be given a letter confirming you as a regular employee of the Company.

Your employment with us will be governed by the Terms \& Conditions as detailed in the Annexure -B. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies of the Firm as announced or amended from time to time. These amendments would be binding on you, immediately on its publication.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.


PRINCIPAL
Avanthi Institute of Engg. \& Tec̈h
Gunthapally (V), Abdullapumel (MdI), R.R. Dist.

Initial


Vistex Asia-Pacific Pvt. Ltd.<br>Formerly Vistex (india) Put Lid<br>HYDERABAD : ard Floor, DSA Corporate Center, $1-90 / 8 / C i 4 / A$<br>Patrika Nagat, Riot No : \&2, Madhapur, Hyderabad 50008<br>-Telefax : 040-23114413

Please sign all the pages and declaration and return duplicate copy of this letter in token of your acceptance. Please note that this offer shall remain open for 5 days post- receipt of this employment contract, by which date if you have not given your acceptance in writing it shall automatically be deemed to have been rejected.

We congratulate you on your appointment and wish you a long and successful career with us. We look forward to having you in our team and are excited to jointly explore the opportunities that lie ahead of us.

Sincerely,


HR Manager
Anu Gudala
Initial $\qquad$



## Annexure - A

| Name | Mr. Gullive Saikumar |
| :--- | :--- |
| Designation | Associate Software Engineer |
| Work Location | Hyderabad, India |



## (Other Benefits:

Group Health Insurance Coverage: 1 Lakh for Employee, 2 Lakhs for Employee + Spouse, 3 Lakhs for Employee + Spouse + Children)

For Vistex Asia-Pacific Pvt. Ltd.


Anu Gudala
HR Manager Initial $\qquad$


Avanthi Institute of Engg. \& Tech
Gunthapally (V), Abdullapurmet (MaI), R.R. Dist.


## Annexure - B

## 1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars.

1. Nature of Work:

Your nature of work mainly includes all the aspects of the Software Development as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior/team lead from time to time.
2. Working Hours:

You should work for a minimum of 9.30 hrs a day including one hour break time and follow your Team timings. You will be required to work extra hours as and when required and informed by your senior/team lead.
3. Late comings:

The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.

## 4. Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

## 5. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.

## 6. Performance Reviews/Appraisal:

The Company also has a policy of annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous one year.

## 7. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, Utilize and exploit such improvement and you shall assign all rights thereof to the company for the pupposenfseeking


# Vistex Asia-Pacific Pvt. Ltd. <br> Formeriy Vistex (india) Pyt itd 

HYDERABAD : 3rd Floor, DSR Corporate Center, 1-90/B/Ci4:A Patrika Nagar, Plot No 1\&2. Machapur, Hycderabad 500081

- Telefax : 040-23114413

CIN: U72900MH2003PTC142888
any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

## 2. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

## 3. Restrain:

## a. Access to Information:

Information is available on need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

## b. Restriction on Personal Use:

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.
4. Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. No leave will be allowed during probation unless it is an emergency.
5. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

Initial of the Employee $\qquad$
$\qquad$

# Vistex Asia-Pacific Pvt. Ltd. <br> Formerly vistex (India) Pvt ito 

HYDERABAD : 3 rd Floor, DSA Corporate Center, $1-90 / E /$ Ci 4/A Patrika Nagar. Plot No :\&2. Machapur, Hyderabad 500081

- Telefax : 040-23114413

CIV: U72900MH2003PTC142888
6. Termination of Service:
a. Either party can terminate this employment by serving a notice of three months.
b. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
c. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or nonconformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.
7. Employment with Clients/Partners:
you will not accept employment with any of Vistex clients/partners for the period of 12 months immediately following the termination of employment.

## 8. Bond signing (Sponsored Rotation Program)

The Company, from time to time, sponsors Rotation Program for eligible employees to provide an additional incentive and at the same time to derive benefit by having employees take up additional responsibilities in achieving business goals of the Organization.
In consideration of Such Rotation Program, at the Organization's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently and not leave the Organization for a prescribed period while on deputation or after return to base location. If you fail to do so, you shall be required to refund to the Firm the cost of travel period in accordance with applicable slabs of refunds.

## 9. Standing Orders:

You will abide by the Standing Orders, rules \& regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

## 10. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.


Initial of the Employee $\qquad$


CNN: U72900MH2003PTC142888
11. General:

As an employee of the Organization you are required to book proper time and expenses, use the company provided email ID and Internet for business purposes, not share your ID/access card with anyone else, maintain good housekeeping practices and also dress in a professional manner at all times.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time and they become binding upon you immediately on its publication.

## 12. Employee Consent

You hereby give consent to the Organization to collect, hold, store and process, both electronically and manually, all the personal information it collects or has collected in relation to you or belonging to you and your employment (in the course of your employment), for the purposes of the Company, e.g. management and administration of its employees and its business or for compliance with applicable procedures, laws and regulations and you also consent to the transfer, storage and processing by the Firm, agents, contractors or sub-contractors or other Vistex entities (each of which is a separate legal entity) of such personal information within or outside India.

Sincerely,

For vistex Asia- Pacific Pvt Ltd.


Anu Gudala
HR Manager


Avanthi Institute of Engg. \& Tech



#### Abstract

"I have read understood and unconditionally accept the terms and conditions of my appointment letter and agree to keep its contents strictly private and confidential. I understand that my sharing this confidential information with anybody, including but not limited to any employee of the Company, will amount to a breach of my employment terms with the Company and I will be liable to be terminated without any notice or compensation in lieu of. I hereby declare that the information stated in my resumeand any other information I have given/may give the Company is complete, accurate and true in all aspects."


I agree that I have read, understand, and accept employment with Vistex under the terms and conditionsstated above.

## Name:

## Signature:

## Date:

Place: Hyderabad

HYDERABAD : ard Floor, DSA Corporate Center, 1-90/B/Ci4/A.
Patriks Nagar. Plot No 1\&2, Machaout. Hyderabad 500081

- Telefax : 040-23114413

CIV: U72900MH2003PTC142888

December 04, 2019

## Mr. Harsh Vardhan Chavan, Hyderabad

## Offer cum Appointment Letter

Dear Mr. Harsh Vardhan Chavan,
This letter is to confirm your appointment as Associate Software Engineer with Vistex Asia-Pacific Private Ltd. You will be based out of our Hyderabad, India office.

Your reporting date at Vistex Asia-Pacific Pvt, Ltd. Hyderabad will be June 1, $\mathbf{2 0 2 0}$ or earlier.

Your annual Compensation will be Rs. 300000/- (Rupees Three Lakh Only) as outlined in Annexure - A. This is subject to usual statutory and / or other taxes, which may be imposed from time to time by the Government, or any public body authorized to do so. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skillsspecific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

You are expected to serve us for a minimum period of three years and have to sign a contract for the same at the time of joining.

You shall be on probation for a period of Six months from the date of joining. The period of probation can be extended or reduced at the discretion of the Company. Based on your performance, you could be confirmed, terminated or probation extended for a further period. On successful completion of your probation period, you shall be given a letter confirming you as a regular employee of the Company.

Your employment with us will be governed by the Terms \& Conditions as detailed in the Annexure -B. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies of the Firm as announced or amended from time to time. These amendments would be binding on you, immediately on its publication.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.

PRINCIPAL


Please sign all the pages and declaration and return duplicate copy of this letter in token of your acceptance. Please note that this offer shall remain open for 5 days post- receipt of this employment contract, by which date if you have not given your acceptance in writing it shall automatically be deemed to have been rejected.

We congratulate you on your appointment and wish you a long and successful career with us. We look forward to having you in our team and are excited to jointly explore the opportunities that lie ahead of us.

Sincerely,


HR Manager
Anu Gudala
Initial $\qquad$


## Annexure - A

| Name | Mr. Harsh Vardhan Chavan |
| :--- | :--- |
| Designation | Associate Software Engineer |
| Work Location | Hyderabad, India |


| Earning Heads | Pay (INR/Month) |
| :---: | :---: |
| Basic Salary | $₹ 12,500$ |
| House Rent Allowance (HRA) | ₹ 5,000 |
| Leave Travel Allowance (LTA) | ₹ |
| Telephone Reimbursements | ₹ |
| Internet Expense | ₹ |
| Grade/Special/Management/Supplementary Allowance | ₹ 5,275 |
| Gross Salary | ₹ 22,775 |
| PF | ₹ 1,625 |
| Gratuity | ₹ 600 |
| Cost to Company (P.M) | ₹ 25,000 |
| Cost to Company (P.A) | ₹300,000 |
| Annual Variable Incentive | ₹ |
| Total Target Remuneration (P.A) | ₹ 300,000 |

(Other Benefits:
Group Health Insurance Coverage: 1 Lakh for Employee, 2 Lakhs for Employee + Spouse, 3 Lakhs for Employee + Spouse + Children)

For Vistex Asia-Pacific Pvt. Ltd.


Anu Gudala
HR Manager
Initial $\qquad$

Avanthi Institute of Engg. \& Tech
Gunthapally (V), Abdullapurmet (MdI), R.R. Dist.


## Annexure-B

## 1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars.

1. Nature of Work:

Your nature of work mainly includes all the aspects of the Software Development as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior/team lead from time to time.
2. Working Hours:

You should work for a minimum of 9.30 hrs a day including one hour break time and follow your Team timings. You will be required to work extra hours as and when required and informed by your senior/team lead.
3. Late comings:

The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.
4. Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

## 5. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.
6. Performance Reviews/Appraisal:

The Company also has a policy of annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous one year.

## 7. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking

Initial of the Employee_ PRINCIPAL

HYDERABAD : 3rd Floor, DSF Corporate Cemer, 1.90/B/Ci4/A Patrika Nagar, Piot No :\&2, Madhapur, Hycterabad 500081

- Telefax : 040-23114413

CIN: U72900MH2003PTC142888
any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

## 2. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

## 3. Restrain:

## a. Access to Information:

Information is available on need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

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Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.
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You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. No leave will be allowed during probation unless it is an emergency.

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Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

Initial of the Employee

Formerly Vistex (india) Pvi itd
6. Termination of Service:
a. Either party can terminate this employment by serving a notice of three months.
b. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
c. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or nonconformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.
7. Employment with Clients/Partners:
you will not accept employment with any of Vistex clients/partners for the period of 12 months immediately following the termination of employment.

## 8. Bond signing (Sponsored Rotation Program)

The Company, from time to time, sponsors Rotation Program for eligible employees to provide an additional incentive and at the same time to derive benefit by having employees take up additional responsibilities in achieving business goals of the Organization
In consideration of Such Rotation Program, at the Organization's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently and not leave the Organization for a prescribed period while on deputation or after return to base location. If you fail to do so, you shall be required to refund to the Firm the cost of travel period in accordance with applicable slabs of refunds.

## 9. Standing Orders:

You will abide by the Standing Orders, rules \& regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.
10. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.


Initial of the Employee


# Vistex Asia-Pacific Pvt. Ltd. <br> Formerly Vistex (india) Pvt ind 

HYDERABAD : 3 rd Floor, DSF Corporate Center, 1-90/BrCi4/A,
Patrika Nagar, Plot No i\&2. Machapur, Hyderabad 500081

- Telefax: 040-23114413

CNN: U72900MH2003PTC142888
11. General:

As an employee of the Organization you are required to book proper time and expenses, use the company provided email ID and Internet for business purposes, not share your ID/access card with anyone else, maintain good housekeeping practices and also dress in a professional manner at all times.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time and they become binding upon you immediately on its publication.

## 12. Employee Consent

You hereby give consent to the Organization to collect, hold, store and process, both electronically and manually, all the personal information it collects or has collected in relation to you or belonging to you and your employment (in the course of your employment), for the purposes of the Company, e.g. management and administration of its employees and its business or for compliance with applicable procedures, laws and regulations and you also consent to the transfer, storage and processing by the Firm, agents, contractors or sub-contractors or other Vistex entities (each of which is a separate legal entity) of such personal information within or outside India.

Sincerely,

For vistex Asia- Pacific Pvt Ltd.


Anu Gudala
HR Manager


# Vistex Asia-Pacific Pvt. Ltd. <br> Formerly Vistex (India) Put Lid <br> HYOERABAD : 3rd Floor, DSA Corporate Center, $1-90 / 8 / C i 4 / A$, <br> Patrika Nagar, Plot No 182, Madhapur. Hyderabad 500081 <br> -Telefax : 040-23114413 

"I have read understood and unconditionally accept the terms and conditions of my appointment letter and agree to keep its contents strictly private and confidential. I understand that my sharing this confidential information with anybody, including but not limited to any employee of the Company, will amount to a breach of my employment terms with the Company and I will be liable to be terminated without any notice or compensation in lieu of. I hereby declare that the information stated in my resumeand any other information I have given/may give the Company is complete, accurate and true in all aspects."

I agree that I have read, understand, and accept employment with Vistex under the terms and conditionsstated above.

Name:

Signature:

## Date:

Place: Hyderabad



# Vistex Asia-Pacific Pvt. Ltd. <br> Formerly Vistex (India) Pyt ito 

HYDERABAD : 3rd Floor, DSA Corporate Center, i-90/B/Ci4/A
Patrika Nagar. Plot No 1\&2, Madhaour, Hyderabad 500081

- Telefax : 040-23114413

CIN: U72900MH2003PTC142888
December 04, 2019

## Mr. Kambalapally Pavan, Hyderabad

## Offer cum Appointment Letter

Dear Mr. Kambalapally Pavan,
This letter is to confirm your appointment as Associate Software Engineer with Vistex Asia-Pacific Private Ltd. You will be based out of our Hyderabad, India office.

Your reporting date at Vistex Asia-Pacific Pvt, Ltd. Hyderabad will be June 1, $\mathbf{2 0 2 0}$ or earlier.

Your annual Compensation will be Rs. 300000/- (Rupees Three Lakh Only) as outlined in Annexure - A. This is subject to usual statutory and / or other taxes, which may be imposed from time to time by the Government, or any public body authorized to do so. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skillsspecific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

You are expected to serve us for a minimum period of three years and have to sign a contract for the same at the time of joining.

You shall be on probation for a period of Six months from the date of joining. The period of probation can be extended or reduced at the discretion of the Company. Based on your performance, you could be confirmed, terminated or probation extended for a further period. On successful completion of your probation period, you shall be given a letter confirming you as a regular employee of the Company.

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Employment as per this offer is subject to your being medically fit.


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Avanthi Instilute of Engg. \& Tech
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We congratulate you on your appointment and wish you a long and successful career with us. We look forward to having you in our team and are excited to jointly explore the opportunities that lie ahead of us.

Sincerely,


HR Manager
Anu Gudala
Initial $\qquad$


Vistex Asia-Pacific Pvt. Ltd.
Formerly Vistex (India) Pya Lid

HYDERABAD : 3rd Floor, DSA Corporate Cemer, i-90/B/Ci4iA
Patrika Nagar, Plot No : \&2. Madhapur, Hyderabad 500081

- Telefax : 040-23114413


## Annexure - A

| Name | Mr. Kambalapally Pavan |
| :--- | :--- |
| Designation | Associate Software Engineer |
| Work Location | Hyderabad, India |



## (Other Benefits:

Group Health Insurance Coverage: 1 Lakh for Employee, 2 Lakhs for Employee + Spouse, 3 Lakhs for Employee + Spouse + Children)

For Vistex Asia-Pacific Pvt. Ltd.


Anu Gudala
HR Manager
Initial $\qquad$ ,


PRINCIPAL


Formerty V Vistex (India) Pvt ifd

HYDERABAD : 3rd Floor, DSF Corporate Center, $1.90 / \mathrm{B} / \mathrm{Ci} 4 / \mathrm{A}$ Patrika Negar. Plot No :\&2. Madhaour. Hyderabad 500081 - Telefax : 040-23114413

## Annexure - B

## 1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars.

1. Nature of Work:

Your nature of work mainly includes all the aspects of the Software Development as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior/team lead from time to time.
2. Working Hours:

You should work for a minimum of 9.30 hrs a day including one hour break time and follow your Team timings. You will be required to work extra hours as and when required and informed by your senior/team lead.
3. Late comings:

The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.
4. Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

## 5. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.

## 6. Performance Reviews/Appraisal:

The Company also has a policy of annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous one year.

## 7. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, gtilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking

Initial of the Employee PRINCIPAL

## REGD OFF:



# Vistex Asia-Pacific Pvt. Ltd. <br> Formerly Vistex (India) Pvt Ltd <br> HYDERABAD : 3rd Floor, DSR Corporate Center, 1-90/B/Ci AAA. Patrika Nagar. Plot No :\&2. Madhaour. Hyderabad 50008. <br> -Telefax : 040-23114413 <br> CIV: U72900MH2003PTC142888 

any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

## 2. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

## 3. Restrain:

## a. Access to Information:

Information is available on need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

## b. Restriction on Personal Use:

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.

## 4. Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. No leave will be allowed during probation unless it is an emergency.

## 5. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the heed for protection of intellectual property and sensitive customer information.

6. Termination of Service:
a. Either party can terminate this employment by serving a notice of three months.
b. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
c. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or nonconformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.
7. Employment with Clients/Partners:
you will not accept employment with any of Vistex clients/partners for the period of 12 months immediately following the termination of employment.

## 8. Bond signing (Sponsored Rotation Program)

The Company, from time to time, sponsors Rotation Program for eligible employees to provide an additional incentive and at the same time to derive benefit by having employees take up additional responsibilities in achieving business goals of the Organization.
In consideration of Such Rotation Program, at the Organization's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently and not leave the Organization for a prescribed period while on deputation or after return to base location. If you fail to do so, you shall be required to refund to the Firm the cost of travel period in accordance with applicable slabs of refunds.

## 9. Standing Orders:

You will abide by the Standing Orders, rules \& regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

## 10. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.


## REGD OFF:

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## 11. General:

As an employee of the Organization you are required to book proper time and expenses, use the company provided email ID and Internet for business purposes, not share your ID/access card with anyone else, maintain good housekeeping practices and also dress in a professional manner at all times.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time and they become binding upon you immediately on its publication.

## 12. Employee Consent

You hereby give consent to the Organization to collect, hold, store and process, both electronically and manually, all the personal information it collects or has collected in relation to you or belonging to you and your employment (in the course of your employment), for the purposes of the Company, e.g. management and administration of its employees and its business or for compliance with applicable procedures, laws and regulations and you also consent to the transfer, storage and processing by the Firm, agents, contractors or sub-contractors or other Vistex entities (each of which is a separate legal entity) of such personal information within or outside India.

Sincerely,

For vistex Asia- Pacific Pvt Ltd.


Anu Gudala
HR Manager



# Vistex Asia-Pacific Pvt. Ltd. <br> Formerly: Vistex (india) Put Lid <br> HYDERABAD : 3rd Fioor, DSA Corporate Cxonter, 1-90/E/Ci4/A, <br> Patrika Nagar, Plot No i\&2, Madhapur, Hyderabad 500081 <br> - Telefax: 040-23114413 

Declaration
CIN: U72900MH2003PTC142888
"I have read understood and unconditionally accept the terms and conditions of my appointment letter and agree to keep its contents strictly private and confidential. I understand that my sharing this confidential information with anybody, including but not limited to any employee of the Company, will amount to a breach of my employment terms with the Company and I will be liable to be terminated without any notice or compensation in lieu of. I hereby declare that the information stated in my resumeand any other information I have given/may give the Company is complete, accurate and true in all aspects."

I agree that I have read, understand, and accept employment with Vistex under the terms and conditionsstated above.

Name:

Signature:

Date:
Place: Hyderabad


December 04, 2019

## Mr. Kathroju Krishna, Hyderabad

## Offer cum Appointment Letter

Dear Mr. Kathroju Krishna,

This letter is to confirm your appointment as Associate Software Engineer with Vistex Asia-Pacific Private Ltd. You will be based out of our Hyderabad, India office.

Your reporting date at Vistex Asia-Pacific Pvt, Ltd. Hyderabad will be June 1, 2020 or earlier.

Your annual Compensation will be Rs. 300000/- (Rupees Three Lakh Only) as outlined in Annexure - A. This is subject to usual statutory and / or other taxes, which may be imposed from time to time by the Government, or any public body authorized to do so. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skillsspecific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

You are expected to serve us for a minimum period of three years and have to sign a contract for the same at the time of joining.

You shall be on probation for a period of Six months from the date of joining. The period of probation can be extended or reduced at the discretion of the Company. Based on your performance, you could be confirmed, terminated or probation extended for a further period. On successful completion of your probation period, you shall be given a letter confirming you as a regular employee of the Company.

Your employment with us will be governed by the Terms \& Conditions as detailed in the Annexure -B. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies of the Firm as announced or amended from time to time. These amendments would be binding on you, immediately on its publication.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.


Initial


Vistex Asia-Pacific Pvt. Ltd.<br>Formerly: Vistex (India) Put Ltd<br>HYDERABAD : 3 rd Floor. DSA Corporate Center, ;-90/B/C/4/A.<br>Patrika Nagar. Plot No : \&2 Madhapur. Hyderabad 500081<br>- Telefax : 040-23114413

Please sign all the pages and declaration and return duplicate copy of this letter in token of your acceptance. Please note that this offer shall remain open for 5 days post- receipt of this employment contract, by which date if you have not given your acceptance in writing it shall automatically be deemed to have been rejected.

We congratulate you on your appointment and wish you a long and successful career with us. We look forward to having you in our team and are excited to jointly explore the opportunities that lie ahead of us.

Sincerely,


HR Manager
Anu Gudala Initial $\qquad$

Vistex Asia-Pacific Pvt. Ltd.
Formerly : Vistex (India) Pvt Lito

HYDERABAD : 3rd Floor, DSA Corporate Center, 1-90/B/Ci4/A,
Patrike Nagar, Piot No :\&2. Madhaour. Hyderabad 500081
-Telefax : 040-23114413
CIN: U72900MH2003PTC142888

## Annexure - A

| Name | Mr. Kathroju Krishna |
| :--- | :--- |
| Designation | Associate Software Engineer |
| Work Location | Hyderabad, India |


| Earning Heads | Pay (INR/Month) |
| :---: | :---: |
| Basic Salary | ₹ 12,500 |
| House Rent Allowance (HRA) | ₹ 5,000 |
| Leave Travel Allowance (LTA) | ₹ |
| Telephone Reimbursements | ₹ |
| Internet Expense | ₹ |
| Grade/Special/Management/Supplementary Allowance | ₹ 5,275 |
| Gross Salary | ₹ 22,775 |
| PF | ₹ 1,625 |
| Gratuity | ₹ 600 |
| Cost to Company (P.M) | ₹ 25,000 |
| Cost to Company (P.A) | ₹ 300,000 |
| Annual Variable Incentive | ₹ |
| Total Target Remuneration (P.A) | ₹ 300,000 |

## (Other Benefits:

Group Health Insurance Coverage: 1 Lakh for Employee, 2 Lakhs for Employee + Spouse, 3 Lakhs for Employee + Spouse + Children)

For Vistex Asia-Pacific Pvt. Ltd.


Anu Gudala
HR Manager
Initial $\qquad$
 PRINCIPAL

Annexure - B

## 1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars.

## 1. Nature of Work:

Your nature of work mainly includes all the aspects of the Software Development as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior/team lead from time to time.
2. Working Hours:

You should work for a minimum of 9.30 hrs a day including one hour break time and follow your Team timings. You will be required to work extra hours as and when required and informed by your senior/team lead.
3. Late comings:

The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.

## 4. Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

## 5. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.

## 6. Performance Reviews/Appraisal:

The Company also has a policy of annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous one year.

## 7. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use पtilize and exploit such improvement and you shall assign all rights thereof to the company fon the purpose of seeking
any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

## 2. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

## 3. Restrain:

## a. Access to Information:

Information is available on need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

## b. Restriction on Personal Use:

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.
4. Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. No leave will be allowed during probation unless it is an emergency.

## 5. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the Ineed for protection of intellectual property and sensitive customer information.

Initial of the Employee
6. Termination of Service:
a. Either party can terminate this employment by serving a notice of three months.
b. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
c. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or nonconformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

## 7. Employment with Clients/Partners:

you will not accept employment with any of Vistex clients/partners for the period of 12 months immediately following the termination of employment.

## 8. Bond signing (Sponsored Rotation Program)

The Company, from time to time, sponsors Rotation Program for eligible employees to provide an additional incentive and at the same time to derive benefit by having employees take up additional responsibilities in achieving business goals of the Organization.
In consideration of Such Rotation Program, at the Organization's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently and not leave the Organization for a prescribed period while on deputation or after return to base location. If you fail to do so, you shall be required to refund to the Firm the cost of travel period in accordance with applicable slabs of refunds.

## 9. Standing Orders:

You will abide by the Standing Orders, rules \& regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.
10. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.


11. General:

As an employee of the Organization you are required to book proper time and expenses, use the company provided email ID and Internet for business purposes, not share your ID/access card with anyone else, maintain good housekeeping practices and also dress in a professional manner at all times.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time and they become binding upon you immediately on its publication.

## 12. Employee Consent

You hereby give consent to the Organization to collect, hold, store and process, both electronically and manually, all the personal information it collects or has collected in relation to you or belonging to you and your employment (in the course of your employment), for the purposes of the Company, egg. management and administration of its employees and its business or for compliance with applicable procedures, laws and regulations and you also consent to the transfer, storage and processing by the Firm, agents, contractors or sub-contractors or other Vistex entities (each of which is a separate legal entity) of such personal information within or outside India.

Sincerely,

For vistex Asia- Pacific Pvt Ltd.


Anu Gudala
HR Manager

## Declaration

"I have read understood and unconditionally accept the terms and conditions of my appointment letter and agree to keep its contents strictly private and confidential. I understand that my sharing this confidential information with anybody, including but not limited to any employee of the Company, will amount to a breach of my employment terms with the Company and I will be liable to be terminated without any notice or compensation in lieu of. I hereby declare that the information stated in my resumeand any other information I have given/may give the Company is complete, accurate and true in all aspects."

I agree that I have read, understand, and accept employment with Vistex under the terms and conditionsstated above.

Name:

Signature:

## Date:

Place: Hyderabad



# Vistex Asia-Pacific Pvt. Ltd. <br> Formerly Vistex india) $P$ ut $\& i d$ 

HYDERABAD : 3rd Floor, DSF Corporate Center, 1-90/E/C/4/A
Patrike Nagar, Plot No :\&2. Machapur, Hyderabad 500081

- Teletax : 040-23114413

CIS: U72900MH2003PTC142888

December 04, 2019

## Mr. Koppisetti Saivikas, Hyderabad

## Offer cum Appointment Letter

Dear Mr. Koppisetti Saivikas,

This letter is to confirm your appointment as Associate Software Engineer with Vistex Asia-Pacific Private Ltd. You will be based out of our Hyderabad, India office.

Your reporting date at Vistex Asia-Pacific Pvt, Ltd. Hyderabad will be June 1, 2020 or earlier.

Your annual Compensation will be Rs. 300000/- (Rupees Three Lakh Only) as outlined in Annexure - A. This is subject to usual statutory and / or other taxes, which may be imposed from time to time by the Government, or any public body authorized to do so. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skillsspecific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

You are expected to serve us for a minimum period of three years and have to sign a contract for the same at the time of joining.

You shall be on probation for a period of Six months from the date of joining. The period of probation can be extended or reduced at the discretion of the Company. Based on your performance, you could be confirmed, terminated or probation extended for a further period. On successful completion of your probation period, you shall be given a letter confirming you as a regular employee of the Company.

Your employment with us will be governed by the Terms \& Conditions as detailed in the Annexure -B. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies of the Firm as announced or amended from time to time. These amendments would be binding on you, immediately on its publication.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.


Vistex Asia-Pacific Pvt. Ltd.<br>Formerly Vistex (india) Put Ltd<br>HYDERABAD : ard Floor, DSA Corporate Center, 1.90/BICI/i/A.<br>Patrika Negar. Plot No : \&2. Madhagur, Hyderabad 500081<br>- Telefax: 040-23114413

Please sign all the pages and declaration and return duplicate copy of this letter in token of your acceptance. Please note that this offer shall remain open for 5 days post- receipt of this employment contract, by which date if you have not given your acceptance in writing it shall automatically be deemed to have been rejected.

We congratulate you on your appointment and wish you a long and successful career with us. We look forward to having you in our team and are excited to jointly explore the opportunities that lie ahead of us.

Sincerely,


HR Manager
Anu Gudala
Initial $\qquad$


Vistex Asia-Pacific Pvt. Ltd.
Formerly Vistex (india) Pvt Lid

HYDERABAD : ard Floor. DSF Corporate Center, 1-90/B/Ci4/A
Patrika Nagar. Plot No :\&2. Madhaour. Hyderabad 500081

- Telefax: 040-23114413

GIN: U72900MH2003PTC142888

## Annexure - A

| Name | Mr. Koppisetti Saivikas |
| :--- | :--- |
| Designation | Associate Software Engineer |
| Work Location | Hyderabad, India |


(Other Benefits:
Group Health Insurance Coverage: 1 Lakh for Employee, 2 Lakhs for Employee + Spouse, 3 Lakhs for Employee + Spouse + Children)

For Vistex Asia-Pacific Pvt. Ltd.


Anu Gudala
HR Manager
Initial $\qquad$



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HYDERABAD : 3rd Floor. DSA Corporate Center, $1.90 / \mathrm{BiCl} 4 / \mathrm{A}$
Patrika Nagar. Plot No :\&2. Madhagur. Hyderabad 500081
-Telefax : 040-23114413
Annexure-B

1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars.

## 1. Nature of Work:

Your nature of work mainly includes all the aspects of the Software Development as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior/team lead from time to time.
2. Working Hours:

You should work for a minimum of 9.30 hrs a day including one hour break time and follow your Team timings. You will be required to work extra hours as and when required and informed by your senior/team lead.
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## 4. Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

## 5. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.

## 6. Performance Reviews/Appraisal:

The Company also has a policy of annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous one year.

## 7. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, lutilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking

any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

## 2. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

## 3. Restrain:

## a. Access to Information:

Information is available on need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

## b. Restriction on Personal Use:

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.
4. Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. No leave will be allowed during probation unless it is an emergency.

## 5. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

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# Vistex Asia-Pacific Pvt. Ltd. <br> Formerly : Vistex (india) Put Lti 

HYDERABAD : 3rd Floor. DSR Corporate Center. 1-90/B/Ci4/A. Patrika Nagar, Plot No :\& 2, Madhacur. Hyderabad 500081

- Telefax : 040-23114413

6. Termination of Service:
a. Either party can terminate this employment by serving a notice of three months.
b. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
c. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or nonconformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.
7. Employment with Clients/Partners:
you will not accept employment with any of Vistex clients/partners for the period of 12 months immediately following the termination of employment.

## 8. Bond signing (Sponsored Rotation Program)

The Company, from time to time, sponsors Rotation Program for eligible employees to provide an additional incentive and at the same time to derive benefit by having employees take up additional responsibilities in achieving business goals of the Organization.
In consideration of Such Rotation Program, at the Organization's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently and not leave the Organization for a prescribed period while on deputation or after return to base location. If you fail to do so, you shall be required to refund to the Firm the cost of travel period in accordance with applicable slabs of refunds.

## 9. Standing Orders:

You will abide by the Standing Orders, rules \& regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.
10. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.



# Vistex Asia-Pacific Pvt. Ltd. <br> Formerly : Vistex (india) Put Lite 

HYDERABAD: 3 rd Floor, DSA Corporate Center, 1-90/B/C/4/A.
Patrike Nagar, Plot No :\&2. Madhaour, Hyderabad 500081

- Telefax : 040-23114413

GIN: U72900MH2003PTC142888
11. General:

As an employee of the Organization you are required to book proper time and expenses, use the company provided email ID and Internet for business purposes, not share your ID/access card with anyone else, maintain good housekeeping practices and also dress in a professional manner at all times.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time and they become binding upon you immediately on its publication.
12. Employee Consent

You hereby give consent to the Organization to collect, hold, store and process, both electronically and manually, all the personal information it collects or has collected in relation to you or belonging to you and your employment (in the course of your employment), for the purposes of the Company, egg. management and administration of its employees and its business or for compliance with applicable procedures, laws and regulations and you also consent to the transfer, storage and processing by the Firm, agents, contractors or sub-contractors or other Vistex entities (each of which is a separate legal entity) of such personal information within or outside India.

Sincerely,

For vistex Asia- Pacific Pvt Ltd.


Anu Gudala
HR Manager

Initial of the Employee $\qquad$ PRINCIPAL

Gunthapally (V), Abcullapurmel (M .il), R.R. Dist.

# Vistex Asia-Pacific Pvt. Ltd. <br> Formeriy : Vistex (india) Put Lid <br> HYOERABAD : 3rd Floor. DSA Corporate Center, 1-90/E/C $/ 4 / \mathrm{A}_{1}$ <br> Patrike Nagar, Plot No i\&2́, Madhapur. Hyclerabad 500081 <br> - Telefax: 040-23114413 

## Declaration

"I have read understood and unconditionally accept the terms and conditions of my appointment letter and agree to keep its contents strictly private and confidential. I understand that my sharing this confidential information with anybody, including but not limited to any employee of the Company, will amount to a breach of my employment terms with the Company and I will be liable to be terminated without any notice or compensation in lieu of. I hereby declare that the information stated in my resumeand any other information I have given/may give the Company is complete, accurate and true in all aspects."

I agree that I have read, understand, and accept employment with Vistex under the terms and conditionsstated above.

Name:

Signature:

## Date:

Place: Hyderabad

## OFFER LETTER

## 12 Feb 20 ,

## Name

Miss. SUNITHA VINAYA UNNITHAN

## Hyderabad

## Dear Miss. SUNITHA VINAYA UNNITHAN

We are pleased to confirm our offer of employment to you as Trainee Software Developer with Delasoft Pvt.Ltd (the Company), starting $12^{\text {th }}$ FEB 2020 and will be promoted to Software Developer starting from $1^{\text {st }}$ June 2020 as per the details given.

At Delasoft, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment to be challenging and fulfilling

## Level

You will be hired as Trainee Software Developer

## Confidentiality

This is a highly Confidential and Private document. You are to maintain the confidentiality and ensure that the details of your offer are not shared with anyone outside of the Human Resource Team of Delasoft. Sharing the details of your offer with others would imply a breach of confidentiality and could invite suitable disciplinary action.

## Compensation

Your target annual salary will be Rs .294000. (Rupees Two Lakhs Ninty Four Thousand only) applicable from $\mathbf{0 1}{ }^{\text {st }}$ June 2020. The breakup of your target annual salary is attached along with this letter.

## Provident Fund -

You will be covered under Delasoft Pvt. Ltd Employees' Provident
Fund scheme wherein, the Company will match your annual contribution of $12 \%$ of your annual base Salary. Your contribution and the Company's contribution are a part of the above package.

## Gratuity -

On completion of five years of service with the Company you will be eligible for gratuity as per the Payment of Gratuity Act. This amount will accrue to your account annually. The amount towards gratuity accrual is also a part of the above package.

## Other Benefits

In addition to the above you will be eligible for the following benefits:

## Medical Insurance -

In accordance with the Company policy you and your immediate family (i.e. spouse and unmarried dependent children) will be covered under our Medical Insurance plan.

## Annual Leave/ Public Holidays -

You will be eligible for Two weeks of vacation (12 Days), One week of sick leave (5days) and 8 public holidays. Please refer to the Company's Leave Policy for further details in this regard

In case you absent yourself from duty continuously, without prior authorization, for 10 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 the contract of employment by you.

In such circumstances, the Management will have the discretion of (a) adjusting salary against the notice period of such abandonment (b) presume that you have voluntarily abandoned the services of the company and strike off your name from the rolls of the Company.

## Salary Payment -

The cutoff date for payroll processing is last day of every month. The performance appraisal and salary revision will be subject to Delasoft Policy.

## Salary Revisions -

Our performance year is January 01 to December 31 of each year. Based on your performance your target annual salary will be reviewed annually and adjusted (merit increase) in January each year.

## Personal Taxes-

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Wherever PAN is not produced, as per section 206AA, for the purposes of TDS, the higher of the rates (rates in force or $20 \%$ ) will apply to all amounts on which tax is deductible under Chapter XVIIIB of the Act. Chapter XVIIB commences with section 192 (deduction of tax from salary payments). Therefore, section 206AA will also apply to section 192 IDS.

## Conditions of Hire

Your employment will be subject to the following pre-conditions:

1. You have to sign a bond for two years if you break the bond in two years you have to face the consequences.
2. At the time of joining you have to submit your original certificates of SSC, Inter/Diploma and graduation.
3. You obtain a clear discharge from your present employer (as defined in sa and 4 below)
4. You fill the complete Back ground verification link given along with the welcome mail of the offer.
5. You submit the following mandatory documents before the date of joining.
a) Resignation acceptance letter from HR of current company with Last Working Day Mentioned. (Reliving letter if available at joining date is also acceptable)
b) Relieving letter of previous company
c) Highest Degree/Provisional Certificate and Final year Mark sheet.
d) Complete IRF (Information Request Form) and BV (Back Ground Verification) form
6. You are required to bring the experience / relieving letter from your Last employer on your date of Joining. In case you do not have the same, you may submit to Delasoft on your date of joining; the Relieving letter approved by your last employer HR with the last working day mentioned. But do note that the experience letter should be submitted to Delas oft HR not later than 14 days of your joining. In the event the document are not received within aforesaid period Delasoft reserves to take disciplinary actions which inter alia include termination from service without notice.
7. Your employee verification check conducted by Delasoft India is cleared.

All appointments are based on the information furnished by you in your employment application and all further declarations and undertakings. Hence, any false statement or information furnished as above will lead to your dismissal without notice.

Please note that your Full name mentioned in this offer letter will be used to create your employee records in Delasoft and the same will be used for all communication purpose as well. In case you need a change in your name, please contact your recruiter before DOJ and inform $\mathrm{him} / \mathrm{her}$ about the same. The Full name provided by you should be consistent with valid documents submitted by you, such as Education certificate, Experience Letters, Relieving Letters. PAN card, Passport and Marriage Certificate.

You hereby warrant 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 the duties of your employment.

You also warrant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement between you and any third party and that the Company will in no way be concerned with such liabilities. You will at all times maintain your ability to be

Signature and Name, Date


Page 3
employed in India and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the employer informed.

Regardless of any secondment to any other Delasoft entities or where you may be required to work Overseas for any such Delasoft entities 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 Delasoft entities other than the salary and benefits specified in this offer letter or the salary and benefits that may be have been decided by Delasoft and communicated to you.

During the period of this employment you should not 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.

## Private Information Policy -

You wili be bound by the Deiasoft Private information Policy as described in Annex i for holding in confidence any trade secrets or confidential business and technical information of the Company or its clients.

## Intellectual Properties -

Additionally, you will also be bound by the Delasoft policy with respect to Intellectual Property as described in Annexure 3.

## Non-Competition -

In the event that you leave the Company either initiated by yourself or the Company, you shall not recruit any employee from the Company for a period of 12 months commencing the last day of your employment with the Company.

## Governing Law -

The terms and conditions as stipulated above shall be interpreted in accordance with the laws of India. In the event of any dispute, the parties shall submit to the exclusive jurisdiction of the Courts of India.

In addition to above you will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter. The same are available on HR guidelines document and you are expected to go through the same carefully. For clarification, if any, regarding these instructions/rules/policies please get in touch with HR Department

## Training related Service agreements (If Applicable):

During the tenure of your employment, the company may incur training/ certification expenses on you. In the event you leave our services within a period of 12 months from the date of training/ certification, you will be required to reimburse the entire training costs including any travel costs related to the training. Depending on the expenses involved, you may also be required to sign a service agreement with the company for a specific period, which will be indicated to you at that time.

## Retirement -

Signature and Name, Date


You will retire on the last day of the month in which you complete sixty years of age.

## Notice Period/Termination -

This contract of employment between you and the Company may be terminated by either party by giving 90 days' notice or gross 3 months' salary in lieu thereof. However release from the services of the Company will be subject to satisfactory handover of the responsibilities assigned to you.

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 member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice.
l accept the offer and confirm that there are no other commitments made during the hiring process other than those specified in the offer letter (example: on site opportunity, compensation, promotion and salary hike)

1 accept the offer but would like to mention that the following discussions have been had during the hiring process

## (Please mention commitments:

## --)

In case there is any commitment please send a mail across to the recruiter covering the same in 48 hrs , of receipt of this offer and bring the recruiter acknowledgement at the date of joining.

## MISs. SUNITHA VINAYA UNNITHAN

. we believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest. We look forward to having you join Delasoft Pvt. Ltd. Please do not hesitate to contact me if you need any further assistance.

## We look forward to having you in Delasoft team.

Yours Sincerely, For Delasoft Pvt Ltd


HR Dept

Miss. SUNITHA VINAYA UNNITHAN
Trainee Software Developer

Target annual compensation from Delasoft India Pvt Ltd.
Rs. 294000


## ANNEXURE 1 PRIVATE INFORMATION

The employee agrees with Delasoft that:

The work for which I am employed is and will be of a private nature, and in connection with the performance of my services on behalf of Delasoft, its subsidiaries and affiliates (together with their predecessors and successors, the Company), the Company may make available to me information of a private nature as to the Company and the Company ciients and prospective clients business, strategies, methodologies, operations, technologies (including computer software), financial affairs, organizational and personnel matters, policies, procedures, trade secrets, programs, operations, clients, prospective clients, employees and other non-public matters, including those concerning third parties (Private Information)

I agree that I will receive in strict confidence all such Private Information belonging to the Company or to its clients or prospective clients. I further agree to use my best efforts to maintain and to assist the Company in maintaining the confidentiality of all such Private information, and to prevent it from coming into unauthorized hands.

## The employee further agrees that:

I. I will neither copy nor distribute any material or other information constituting Private Information which comes into my possession as result of my employment by the Company, other than for the Company use;
II. I will not during the period of employment by the Company nor at any time thereafter, directly or indirectly, disclose to others and/or use for my own benefit or for the benefit of others, Private Information acquired by me during the period of my employment, except to the extent as may be reasonably necessary in the ordinary course of performing my duties as an employee of the Company;
iii. I will not disciose to the Company or attempt to induce the Company to use any Private Information or material to which the Company is not entitled; which the Company is not entitled;
IV. Upon termination of my employment with the Company, I will return to the Company all materials and information that constitutes Private information and any copies thereof and certify to the Company that I no longer have any rights to such materials or information, and I will represent that the original and all copies of such materials and information have been returned to the Company.
V. I agree to abide by the ISMS policies and procedures as published by the organization from time to time. Further, 1 agree to abide by the Delasoft Code of Business Fthics, to the axtent applicable under the law, in all my actions and dealings in Delasoft.

## ANNEXURE 2

## COVENANT

## a) The employee agrees that:

## I will not-

(1) for a period of one year after the termination of this agreement, directly or indirectly solicit to provide or provide any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Company and for whom I provide any service as an employee of the Company during the five years prior to my leaving,
(2) for a period of eighteen months after the termination of this agreement directiy or indirectiy, without the prior written consent of the Company, solicit for employment with myself or any firm or entity with which I am associated, any employee of the Company or otherwise disrupt, impair, damage, or interfere with the Company relationship with its employees; or
(3) upon the termination of my employment remove, retain, copy, or utilize any confidential, privileged or proprietary information, trade secrets, or other property of the Company. including but not limited to manuals, software, data, files, client lists or materials, or other data, publications or materials. The non-compete provisions of this paragraph will not apply to a client of the Company or any predecessor of the Company for whom I performed services or with whom I had significant professional contact prior to joining the Company. If the Company requests me to terminate my relationship with the Company, the non-compete provisions of this paragraph will not apply to me with respect to those clients of the Company, if any. as to which the Company and I reach mutual agreement.
(b) The employee and the Company acknowledge and agree that the duration and geographic scope of the covenants contained in paragraph (a) are fair and reasonable. Accordingly, the employee and the Company agree that, in the event that any of the covenants contained in paragraph (a) are nevertheless determined by a court or arbitration body to be unenforceable because of the duration or geographic scope thereof, the arbitration body or court making such determination may reduce such duration and/or scope to the extent necessary to enable such arbitration body or court to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

Page 8

## ANNEXURE 3

## INTELLECTUAL PROPERTY

## Following is a statement of the Company's policy with respect to intellectual property:

Except as otherwise may be agreed by the Company in writing, in consideration of the employment of the employee by the Company, and free of any additional obligations of the Company to make additional payment to the employee, the employee agrees to irrevocably assign to the Company any and all inventions, software, manuscripts, documentation, improvements or other intellectual property, whether or not protectable by any national or state laws relating to the protection of intellectual property, relating to the present or future business of the Company that are developed by the employee prior to the termination of his/her employment with the Company, either alone or jointly with others, and whether or not developed during normal business hours or arising in the scope of his/her duties of employment.

The employee agrees that all such inventions, software, manuscripts, documentation. improvement or other intellectual property shall be and remain the sole and exclusive property of the Company. The employee hereby agrees to execute such assignments and other documents as the Company may consider appropriate to vest all right, title and interest therein to the Company. This provision does not apply to an invention for which no equipment, supplies, facility, or trade secret information of the
Company was used and which was developed entirely on the employee own time, unless
(a) The invention relates

1. directly to the business of the Company or
2. to the Company actual or demonstrably anticipated research or development or
(b) The invention results from any work performed by the employee for the Company.

The employee agrees that all services performed by the employee for the Company shall be the original work of the employee and shall not incorporate any third party materials or work in which the employee or any third party asserts an ownership interest without the express written consent of the Company.

## OFFER LETTER

Name
Mr. BACHANA BOINA MOHIT

Hyderabad

## Dear Mr. BACHANA BOINA MOHIT

12 Feb 20,

We are pleased to confirm our offer of employment to you as Trainee Software Developer with Delasoft Pvt.Ltd (the Company), starting $12^{\text {th }}$ FEB 2020 and will be promoted to Software Developer starting from $1^{\text {st }}$ June 2020 as per the details given.

At Delasoft, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment to be challenging and fulfilling

## Level

You will be hired as Trainee Software Developer

## Confidentiality

This is a highly Confidential and Private document. You are to maintain the confidentiality and ensure that the details of your offer are not shared with anyone outside of the Human Resource Team of Delasoft. Sharing the details of your offer with others would imply a breach of confidentiality and could invite suitable disciplinary action.

## Compensation

Your target annual salary will be Rs 294000. (Rupees Two Lakhs Minty FourThousand only) applicable from $01^{\text {st }}$ June 2020. The breakup of your target annual salary is attached along with this letter.

## Provident Fund -

You will be covered under Delasoft Pvt. Ltd Employees' Provident
Fund scheme wherein, the Company will match your annual contribution of $12 \%$ of your annual base Salary. Your contribution and the Company's contribution are a part of the above package.

Gratuity -
On completion of five years of service with the Company you will be eligible for gratuity as per the Payment of Gratuity Act. This amount will accrue to your account annually. The amount towards gratuity accrual is also a part of the above package.

## Other Benefits

In addition to the above you will be eligible for the following benefits:

## Medical Insurance -

In accordance with the Company policy you and your immediate family (ie. spouse and unmarried dependent children) will be covered under our Medical Insurance plan.

## Annual Leave/Public Holidays -

You will be eligible for Two weeks of vacation (12 Days), One week of sick leave (5days) and 8 public holidays. Please refer to the Company's Leave Policy for further details in this regard.

In case you absent yourself from duty continuously, without prior authorization, for 10 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 the contract of employment by you.

In such circumstances, the Management will have the discretion of (a) adjusting salary against the notice period of such abandonment (b) presume that you have voluntarily abandoned the services of the company and strike off your name from the rolls of the Company.

## Salary Payment -

The cutoff date for payroll processing is last day of every month. The performance appraisal and salary revision will be subject to Delasoft Policy.

## Salary Revisions -

Our performance year is January 01 to December 31 of each year. Based on your performance your target annual salary will be reviewed annually and adjusted (merit increase) in January each year.

## Personal Taxes-

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Wherever PAN is not produced, as per section 206AA, for the purposes of TDS, the higher of the rates (rates in force or $20 \%$ ) will apply to all amounts on which tax is deductible under Chapter XVIIIB of the Act. Chapter XVIIB commences with section 192 (deduction of tax from salary payments). Therefore, section 206AA will also apply to section 192 IDS.

## Conditions of Hire

Your employment will be subject to the following pre-conditions:

Signature and Name, Date

1. You have to sign a bond for two years if you break the bond in two years you have to face the consequences.
2. At the time of joining you have to submit your original certificates of SSC, Inter/Diploma and graduation.
3. You obtain a clear discharge from your present employer (as defined in 3 a and 4 below)
4. You fill the complete Back ground verification link given along with the welcome mail of the offer.
5. You submit the following mandatory documents before the date of joining
a) Resignation acceptance letter from HR of current company with Last Working Day Mentioned. (Reliving letter if available at joining date is also acceptable)
b) Relieving letter of previous company
c) Highest Degree/Provisional Certificate and Final year Mark sheet
d) Complete IRF (Information Request Form) and BV (Back Ground Verification) form.
6. You are required to bring the experience / relieving letter from your Last employer on your date of Joining. In case you do not have the same, you may submit to Delasoft on your date of joining; the Relieving letter approved by your last employer HR with the last working day mentioned. But do note that the experience letter should be submitted to Delas oft HR not later than 14 days of your joining. In the event the document are not received within aforesaid period Delasoft reserves to take disciplinary actions which inter alia include termination from service without notice.
7. Your employee verification check conducted by Deiasoft india is cleared.

All appointments are based on the information furnished by you in your employment application and all further declarations and undertakings. Hence, any false statement or information furnished as above will lead to your dismissal without notice.

Please note that your Full name mentioned in this offer letter will be used to create your employee records in Delasoft and the same will be used for all communication purpose as well. In case you need a change in your name, please contact your recruiter before DOJ and inform $\mathrm{him} / \mathrm{her}$ about the same. The Full name provided by you should be consistent with valid documents submitted by you, such as Education certificate, Experience Letters, Relieving Letters, PAN card, Passport and Marriage Certificate.

You hereby warrant 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 the duties of your employment.

You also warrant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement between you and any third party and that the Company will in no way be concerned with such liabilities. You will at all times maintain your ability to be
employed in India and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the employer informed.

Regardless of any secondment to any other Delasoft entities or where you may be required to work Overseas for any such Delasoft entities 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 Delasoft entities other than the salary and benefits specified in this offer letter or the salary and benefits that may be have been decided by Delasoft and communicated to you.

During the period of this employment you should not 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.

## Private Information Policy -

You will be bound by the Delasoft Private Information Policy as described in Annex 1 for holding in confidence any trade secrets or confidential business and technical information of the Company or its clients.

## Intellectual Properties -

Additionally, you will also be bound by the Delasoft policy with respect to Intellectual Property as described in Annexure 3.

## Non-Competition -

In the event that you leave the Company either initiated by yourself or the Company, you shall not recruit any employee from the Company for a period of 12 months commencing the last day of your employment with the Company.

## Governing Law -

The terms and conditions as stipulated above shall be interpreted in accordance with the laws of India. In the event of any dispute, the parties shall submit to the exclusive jurisdiction of the Courts of India.

In addition to above you will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter. The same are available on $H R$ guidelines document and you are expected to go through the same carefully. For clarification, if any, regarding these instructions/rules/policies please get in touch with HR Department

## Iraining related Service agreements (ir Applicable):

During the tenure of your employment, the company may incur training/ certification expenses on you. In the event you leave our services within a period of 12 months from the date of training/ certification, you will be required to reimburse the entire training costs including any travel costs related to the training. Depending on the expenses involved, you may also be required to sign a service agreement with the company for a specific period, which will be indicated to you at that time.

Retirement -


Page 4

You will retire on the last day of the month in which you complete sixty years of age.

## Notice Period/Termination -

This contract of employment between you and the Company may be terminated by either party by giving 90 days' notice or gross 3 months' salary in lieu thereof. However release from the services of the Company will be subject to satisfactory handover of the responsibilities assigned to you.

In the event of willful neglect or breach of any of the terms here of or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice.

I accept the offer and confirm that there are no other commitments made during the hiring process other than those specified in the offer letter (example: on site opportunity. compensation, promotion and salary ',ike)

I accept the offer but would like to mention that the following discussions have been had during the hiring process
(Please mention commitments:

In case there is any commitment please send a mail across to the recruiter covering the same in 48 hrs , of receipt of this offer and bring the recruiter acknowledgement at the date of joining.

## Mr. BACHANA BOINA MOHIT

. we believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest. We look forward to having you join Delasoft Pvt. Ltd. Please do not hesitate to contact me if you need any further assistance.

## We look forward to having you in Delasoft team.

Yours Sincerely,
For Delasoft Pvt Ltd


HR Dept

## Mr. BACHANA BOINA MOHIT

## Trainee Software Developer

Target annual compensation from Delasoft India Pvt Ltd.
Rs. 294000

| Monthly Components | Per Month | Annualized |
| :---: | :---: | :---: |
| Basic | 14500 | 174000 |
| House Rent Allowance | 5800 | 69600 |
| Medical Reimbursement | 0 | 0 |
| Conveyance Allowance | 0 | 0 |
| Flexi-plan* |  |  |
| Specia! Allowance/Other allowances | 4200 | 50400 |
| Gross monthly salary | 24500 | 294000 |
| PF per month | 1740 | 20880 |
| Gratuity (accrual only) | 0 | 0 |
| Total Fixed Compensation |  |  |
| Performance Bonus** |  |  |
| Total Cash Compensation |  |  |
| Benefits |  |  |
| Medical claim Insurance |  |  |
| Personal Accident insurance |  |  |
| Total Benefits |  |  |
| Total Cost to Company | 0 | 0 |

## ANNEXURE 1 PRIVATE INFORMATION

## The employee agrees with Delasoft that:

The work for which I am employed is and will be of a private nature, and in connection with the performance of my services on behalf of Delasoft, its subsidiaries and affiliates (together with their predecessors and successors, the Company), the Company may make available to me information of a private nature as to the Company and the Company clients and prospective clients business, strategies, methodologies, operations, technologies (including computer software), financial affairs, organizational and personnel matters, policies, procedures, trade secrets, programs, operations, clients, prospective clients, employees and other non-public matters, including those concerning third parties (Private Information).

I agree that I will receive in strict confidence all such Private Information belonging to the Company or to its clients or prospective clients. I further agree to use my best efforts to maintain and to assist the Company in maintaining the confidentiality of all such Private information, and to prevent it from coming into unauthorized hands.

## The employee further agrees that:

1. I will neither copy nor distribute any material or other information constituting Private Information which comes into my possession as result of my employment by the Company, other than for the Company use;
II. I will not during the period of employment by the Company nor at any time thereafter, directly or indirectly, disclose to others and/or use for my own benefit or for the benefit of others, Private Information acquired by me during the period of my employment, except to the extent as may be reasonably necessary in the ordinary course of performing my duties as an employee of the Company;
III. I will not disclose to the Company or attempt to induce the Company to use any Private information or material to which the Company is not entitled; which the Company is not entitled;
IV. Upon termination of my employment with the Company, I will return to the Company all materials and information that constitutes Private information and any copies thereof and certify to the Company that I no longer have any rights to such materials or information, and I will represent that the original and all copies of such materiais and information have been returned to the Company.
V. I agree to abide by the ISMS policies and procedures as published by the organization from time to time. Further, I agree to abide by the Delasoft Code of Business Ethics, to the extent applicable under the law, in all my actions and dealings in Delasoft.

Signature and Name, Date

## ANNEXURE 2

## COVENANT

## a) The employee agrees that:

## I will not-

(1) for a period of one year after the termination of this agreement, directly or indirectly solicit to provide or provide any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Company and for whom I provide any service as an employee of the Company during the five years prior to my leaving,
(2) for a period of eighteen months after the termination of this agreement directly or indirectly, without the prior written consent of the Company, solicit for employment with myself or any firm or entity with which I am associated, any employee of the Company or otherwise disrupt, impair, damage, or interfere with the Company relationship with its employees; or
(3) upon the termination of my employment remove, retain, copy, or utilize any confidential, privileged or proprietary information, trade secrets, or other property of the Company, including but not limited to manuals, software, data, files, client lists or materials, or other data, publications or materials. The non-compete provisions of this paragraph will not apply to a client of the Company or any predecessor of the Company for whom I performed services or with whom I had significant profescional contact prior to joining the Company. If the Company requests me to terminate my relationship with the Company, the non-compete provisions of this paragraph will not apply to me with respect to those clients of the Company, if any, as to which the Company and I reach mutual agreement.
(b) The employee and the Company acknowledge and agree that the duration and geographic scope of the covenants contained in paragraph (a) are fair and reasonable. Accordingly, the employee and the Company agree that, in the event that any of the covenants contained in paragraph (a) are nevertheless determined by a court or arbitration body to be unenforceable. because of the duration or geographic scope thereof, the arbitration body or court making such determination may reduce such duration and/or scope to the extent necessary to enable such arbitration body or court to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

## ANNEXURE 3 <br> INTELLECTUAL PROPERTY

Following is a statement of the Company's policy with respect to intellectual property:
Except as otherwise may be agreed by the Company in writing, in consideration of the employment of the employee by the Company, and free of any additional obligations of the Company to make additional payment to the empioyee, the empioyee agrees to irrevocabiy assign to the Company any and all inventions, software, manuscripts, documentation, improvements or other intellectual property, whether or not protectable by any national or state laws relating to the protection of intellectual property, relating to the present or future business of the Company that are developed by the employee prior to the termination of his/her employment with the Company, either alone or jointly with others, and whether or not developed during normal business hours or arising in the scope of his/her duties of employment.

The employee agrees that all such inventions, software, manuscripts, documentation, improvement or other intellectual property shall be and remain the sole and exclusive property of the Company. The employee hereby agrees to execute such assignments and other documents as the Company may consider appropriate to vest all right, title and interest therein to the Company. This provision does not apply to an invention for which no equipment, supplies, facility, or trade secret information of the Company was used and which was developed entirely on the employee own time, unless
(a) The invention relates

1. directly to the business of the Company or
2. to the Company actual or demonstrably anticipated research or developmeat of
(b) The invention results from any work performed by the employee for the Company.

The employee agrees that all services performed by the employee for the Company shall be the original work of the employee and shail not incorporate any third party materials or work in which the employee or any third party asserts an ownership interest without the express written consent of the Company.

7-1-618/ATC, Flat No. 706, 7th Floor, Aditya Trade Centre Ameerpet, Hyderabad - 500038 Ph: 040-2373 0040 www delasoft com

## OFFER LETTER

Name

12 feb 20

## Mr. Koppisetti Sumanth Durga Prasad <br> ii)derabad

## Mr. Koppisetti Sumanth Durga Prasad

We are pleased to confirm our offer of employment to you as Irainee Software Developer with Delasoft Pvtitd (the Company). starting $12^{\text {6h }}$ FE8 2020 and will be promoted to Software Developer starting from $1^{4}$ June 2020 as per the details given

At Delasoft. one of our goals is to afford all our people the opportunity to pursue theat carcers, to achieve their personal aest, and to balance their personal and professionat goals. We value your abrities and belicve you will find our work environment to be chalienging and fuffiling

## Level

You will be hired as Trainee Software Developer

## Confidentiality

This is a highly Confidential and Privete documeat, You aro to maintain the confidentiath and ensure that the detals of your offer are not shared with anyone outside of the Human Resource Team of Delasof: Sharing the detals of your offer with others wowid imply a breach of confidentiality and could invite suitable disciplinary actiont

## Compensation

Your target annuat salary will be Rs 294000. \{Rupees Iwo takhs Ninty four Thousand only) applicable from 01 " June 2020. The breakup of your target annual salary is attached along with this ietter

## Provident Fund -

You will be covered under Delasoft Pvt. Ltd Employees' Provident
Fund scheme wherein, the Company will match your annual contribution of $12 \%$ of your annual base Salary. Your contribution and the Company's contribution are a part of the above package.

Signature and Name, Date


Page:

## Gratuity -

On completion of five years of service with the Company you will be eligible for gratuity as per the Payment of Gratuity Act. This amount will accrue to your account annually. The amount towards gratuity accrual is also a part of the above package.

## Other Benefits

## In addition to the above you will be eligible for the following benefits:

## Medical Insurance -

In accordance with the Company policy you and your immediate family (i.e. spouse and unmarried dependent children) will be covered under our Medical Insurance plan.

## Annual Leave/Public Holidays -

You will be eligible for Two weeks of vacation (12 Days), One week of sick leave ( 5 days) and 8 public holidays. Please refer to the Company's Leave Policy for further details in this regard.

In case you absent yourself from duty continuously, without prior authorization, for 10 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 the contract of employment by you.

In such circumstances, the Management will have the discretion of (a) adjusting salary against the notice period of such abandonment (b) presume that you have voluntarily abandoned the services of the company and strike off your name from the rolls of the Company.

## Salary Payment -

The cutoff date for payroll processing is last day of every month. The performance appraisal and salary revision will be subject to Delasoft Policy.

## Salary Revisions-

. Our performance year is January 01 to December 31 of each year. Based on your performance your target annual salary will be reviewed annually and adjusted (merit increase) in January each year.

## Personal Taxes-

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Wherever PAN is not produced, as per section 206AA, for the purposes of TDS, the higher of the rates (rates in force or $20 \%$ ) will apply to all amounts on which tax is deductible under Chapter XVIIIB of the Act. Chapter XVIIB commences with section 192 (deduction of tax from salary payments). Therefore, section 206AA will also apply to section 192 TDS.

## Conditions of Hire

Your employment will be subject to the following pre-conditions:

1. You have to sign a bond for two years if you break the bond in two years you have to face the consequences.
2. At the time of joining you have to submit your original certificates of SSC, inter/Diptomename graduation.
3. You obtain a clear discharge from your present employer (as defined in ha and 4 below)
4. You fill the complete Back ground verification link given along with the welcome mail of the offer.
5. You submit the following mandatory documents before the date of joining.
a) Resignation acceptance letter from HR of current company with Last Working Day Mentioned. (Reliving letter if available at joining date is also acceptable)
b) Relieving letter of previous company
c) Highest Degree/Provisional Certificate and Final year Mark sheet
d) Complete IRF (Information Request Form) and BV (Back Ground Verification) form.
6. You are required to bring the experience / relieving letter from your Last employer on your date of Joining. In case you do not have the same, you may submit to Delasoft on your date of joining; the Relieving letter approved by your last employer HR with the last working day mentioned. But do note that the experience letter should be submitted to Delas of $H R$ not later than 14 days of your joining. In the event the document are not received within aforesaid period Delasoft reserves to take disciplinary actions which inter ali include termination from service without notice.
7. Your employee verification check conducted by Delasoft India is cleared.

All appointments are based on the information furnished by you in your employment application and all further declarations and undertakings. Hence, any false statement or information furnished as above will lead to your dismissal without notice.

Please note that your Full name mentioned in this offer letter will be used to create your employee records in Delasoft and the same will be used for all communication purpose as well. In case you need a change in your name, please contact your recruiter before DOJ and inform him/her about the same. The Full name provided by you should be consistent with valid documents submitted by you, such as Education certificate, Experience Letters, Relieving Letters, PAN card, Passport and Marriage Certificate.

You hereby warrant 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 the duties of your employment.

You also warrant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement between you and any third party and that the Company will in no way be concerned with such liabilities. You will at all times maintain your ability to be

Signature and Name, Date

employed in India and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the employer informed

Regardless of any secondment to any other Delasoft entities or where you may be required to work Overseas for any such Delasoft entities 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 Delasoft entities other than the salary and benefits specified in this offer letter or the salary and benefits that may be have been decided by Delasoft and communicated to you

During the period of this employment you should not 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.

## Private Information Policy -

You will be bound by the Delasoft Private Information Policy as described in Annex 1 for holding in confidence any trade secrets or confidential business and technical information of the Company or its clients.

## Intellectual Properties -

Additionally, you will also be bound by the Delasoft policy with respect to intellectual Property as described in Annexure 3.

## Non-Competition -

In the event that you leave the Company either initiated by yourself or the Company, you shall not recruit any employee from the Company for a period of 12 months commencing the last day of your employment with the Company.

## Governing Law -

The terms and conditions as stipulated above shall be interpreted in accordance with the laws of India. In the event of any dispute, the parties shall submit to the exclusive jurisdiction of the Courts of India.

In addition to above you will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter. The same are avalable on $H R$ guidelines document and you are expected to go through the same carefully. For clarification, it any, regarding these instructions/rules/policies please get in touch with HR Department

## Training related Service agreements (IF Applicable):

During the tenure of your employment, the company may incur training/ certification expenses on you. In the event you leave our services within a period of 12 months from the date of training/ certification, you will be required to reimburse the entire training costs including any travel costs related to the training. Depending on the expenses involved, you may also be required to sign a service agreement with the company for a specific period, which will be indicated to you at that time.

Retirement -

Signature and Name, Date


You will retire on the last day of the month in which you complete sixty years of age

## Notice Period/Termination -

This contract of employment between you and the Company may be terminated by either party by giving 90 days' notice or gross 3 months' salary in bee thereof However release from the services of the Company will be subject to satisfactory handover of the responsibilities assigned to you.

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 member of the company or being guilty of misconduct, the Company may terminate your employment forthwith without notice
laccept the offer and confirm that there are no other commitments made during the hiring process other than those specified in the offer letter (example on site opporturdty. compensation, promotion and salary ike)

1 accept the offer but would like to mention that the following discussions have been had during the hiring process

## (Please mention commitments:

-)

In case there is any commitment please send a mad across to the recruiter covering the same in 48 hrs, of receipt of this offer and bring the recruiter acknowledgement at the date of joining.

## Mr. Koppisetti Sumanth Durga Prasad

We believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest. We look forward to having you join Delasoft Pvt. Ltd. Please do not ferstate to contact me if you need any further assistance.

We look forward to having you in Delasoft team.

## Yours Sincerely,

For Delasoft Pvt Ltd


HR Dept

## Mr. Koppisetti Sumanth Durga Prasad <br> Trainee Software Developer

Target annual compensation from Delasoft India Pvt Ltd.
Rs. 294000

| Monthly Components |  |  |
| :---: | :---: | :---: |
| Basic | Per Month | Annualized |
| House Rent Allowance | 14500 | 174000 |
| Medical Reimburse | 5800 | 69600 |
| Medical Reimbursement | 0 | 0 |
| Conveyance Allowance | 0 | 0 |
| Flexi-plan* |  |  |
| Special Allowance/Other allowances | 4200 | 50400 |
| Gross monthly salary | 24500 | 294000 |
| PF per month | 1740 |  |
| Gratuity (accrual only) | 0 | 20880 |
| Total Fixed Compensation |  |  |
| Performance Bonus** |  |  |
| Total Cash Compensation |  |  |
| Benefits |  |  |
| Medical claim Insurance |  |  |
| Personal Accident Insurance |  |  |
| Total Benefits |  |  |
| Total Cost to Company |  |  |

## ANNEXURE 1 <br> PRIVATE INFORMATION

## The employee agrees with Delasoft that:

The work for which I am employed is and will be of a private nature, and in connection with the performance of my services on behalf of Delasoft, its subsidiaries and affiliates (together with their predecessors and successors, the Company), the Company may make available to me information of a private nature as to the Company and the Company clients and prospective clients business, strategies, methodologies, operations, technologies (including computer software), financial affairs, organizational and personnel matters, policies, procedures, trade secrets, programs, operations, clients, prospective clients, employees and other non-public matters, including those concerning third parties (Private Information).

I agree that I will receive in strict confidence all such Private Information belonging to the Company or to its clients or prospective clients. I further agree to use my best efforts to maintain and to assist the Company in maintaining the confidentiality of all such Private information, and to prevent it from coming into unauthorized hands.

## The employee further agrees that:

1. I will neither copy nor distribute any material or other information constituting Private Information which comes into my possession as result of my employment by the Company, other than for the Company use;
II. I will not during the period of employment by the Company nor at any time thereafter, directly or indirectly, disclose to others and/or use for my own benefit or for the benefit of others, Private Information acquired by me during the period of my employment, except to the extent as may be reasonably necessary in the ordinary course of performing my duties as an employee of the Company;
III. I will not disclose to the Company or attempt to induce the Company to use any Private Information or material to which the Company is not entitled; which the Company is not entitled;
IV. Upon termination of my employment with the Company, I will return to the Company all materials and information that constitutes Private Information and any copies thereof and certify to the Company that I no longer have any rights to such materials or information, and | will represent that the original and all copies of such materials and information have been returned to the Company.
V. I agree to abide by the ISMS policies and procedures as published by the organization from time to time. Further, I agree to abide by the Delasoft Code of Business Ethics, to the extent applicable under the law, in all my actions and dealings in Delasoft.

Signature and Name, Date


Page 7

## ANNEXURE 2

## COVENANT

## a) The employee agrees that:

I will not-
(1) for a period of one year after the termination of this agreement, directly or indirectly solicit to provide or provide any professional services such as those provided by the Company fo anyone who is a client of the Company anytime during the twelve months prior to my leaving the Company and for whom I provide any service as an employee of the Company during the five years prior to my leaving,
(2) for a period of eighteen months after the termination of this agreement directly or indirectly, without the prior written consent of the Company, solicit for employment with myself or any firm or entity with which I am associated, any employee of the Company or otherwise disrupt, impair, damage, or interfere with the Company relationship with its emproyees; or
(3) upon the termination of my employment remove, retain, copy, or utilize any confidential privileged or proprietary information, trade secrets, or other property of the Company. including but not limited to manuals, software, data, files, client lists or materials, or other data, publications or materials. The non-compete provisions of this paragraph will not apply to a client of the Company or any predecessor of the Company for whom I performed services or with whom I had significant profescional contact prior to joining the Company. If the Company requests me to terminate my relationship with the Company, the non-compete provisions of this paragraph will not apply to me with respect to those clients of the Company, if any, as to which the Company and I reach mutual agreement.
(b) The employee and the Company acknowledge and agree that the duration and geographic scope of the covenants contained in paragraph (a) are fair and reasonable. Accordingiy, the: employee and the Company agree that, in the event that any of the covenants contained in paragraph (a) are neverthe less determined by a court or arbitration body to be unenforceabie because of the duration or geographic scope thereof, the arbitration body or court making such determination may reduce such duration and/or scope to the extent necessary to enable such arbitration body or court to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.


## ANNEXURE 3

## INTELLECTUAL PROPERTY

## Following is a statement of the Company's policy with respect to intellectual property:

Except as otherwise may be agreed by the Company in writing, in consideration of the employment of the employee by the Company, and free of any additional obligations of the Company to make additional payment to the employee, the employee agrees to irrevocably assign to the Company any and all inventions, software, manuscripts, documentation, improvements or other intellectual property, whether or not protectable by any national or state laws relating to the protection of intellectual property, relating to the present or future business of the Company that are developed by the employee prior to the termination of his/her employment with the Company, either alone or jointly with others, and whether or not developed during normal business hours or arising in the scope of his/her duties of employment.

The employee agrees that all such inventions, software, manuscripts, documentation, improvement or other intellectual property shall be and remain the sole and exclusive property of the Company. The employee hereby agrees to execute such assignments and other documents as the Company may consider appropriate to vest all right, title and interest therein to the Company. This provision does not apply to an invention for which no equipment, supplies, facility, or trade secret information of the
Company was used and which was developed entirely on the employee own time, unless
(a) The invention relates

1. directly to the business of the Company or
2. to the Company actual or demonstrably anticipated research or development of
(b) The invention results from any work performed by the employee for the Company.

The employee agrees that all services performed by the employee for the Company shall be the original work of the employee and shall not incorporate any third party materials or work in which the employee or any third party asserts an ownership interest without the express written consent of the Company.

## OFFER LETTER

Name
12 Feb 20.

## Mutyala Vivek

Hyderabad

## Mutyala Vivek

We are pleased so confirm our offer of employment to you as Trainee Software Developer with Delasoft Pvt.Ltd (the Company), starting $12^{\text {ch }}$ FEB 2020 and will be promoted to Software Developer starting from $1^{14}$ June 2020 as per the details given.

At Delasoft, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal jest, and to balance their personal and professional goals. We value your abitities and believe you will find our work environment to be chatlenging and fulfiling

## leve!

You will be hired as Trainee Software Developer

## Confidentiality

This is a highiy Confidential and Private efocument. You are to maintain the confidentidity and ensure that the details of your offer are not shared with anyone outside of the Human Resource Team of Delasoft Sharing the details of your offer with others would amply a breach of confidentiality and could invite sutable disciplinary action.

## Compensation

Your target annual salary will be Rs. 294000. (Rupees Two Lakhs Ninty Four Thousand only) applicable from 01" June 2020. The breakup of your target annual salary is artactued atong with this letter.

## Provident fund -

You will be covered under Delasoft Pvt. Ltd Employees' Provident
Fund scheme wherein, the Company will match your annual contribution of $12 \%$ of your annual base Salary. Your contribution and the Company's contribution are a part of the above package.

## Gratuity -

On completion of five years of service with the Company you will be eligible for gratuity as per the Payment of Gratuity Act. This amount will accrue to your account annually. The amount towards gratuity accrual is also a part of the above package.

## Other Benefits

In addition to the above you will be eligible for the following benefits:

## Medical Insurance -

In accordance with the Company policy you and your immediate family (i.e. spouse and unmarried dependent children) will be covered under our Medical Insurance plan.

## Annual Leave/Public Holidays -

You will be eligible for Two weeks of vacation (12 Days), One week of sick leave (5days) and 8 public holidays. Please refer to the Company's Leave Policy for further details in this regard.

In case you absent yourself from duty continuously, without prior authorization, for 10 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 the contract of employment by you.

In such circumstances, the Management will have the discretion of (a) adjusting salary against the notice period of such abandonment (b) presume that you have voluntarily abandoned the services of the company and strike off your name from the rolls of the Company.

## Salary Payment -

The cutoff date for payroll processing is last day of every month. The performance appraisal and salary revision will be subject to Delasoft Policy.

## Salary Revisions-

.Our performance year is January 01 to December 31 of each year. Based on your performance your target annual salary will be reviewed annually and adjusted (merit increase) in January each year.

## Personal Taxes-

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Wherever PAN is not produced, as per section 206AA, for the purposes of TDS, the higher of the rates (rates in force or 20\%) will apply to all amounts on which tax is deductible under Chapter XVIIIB of the Act. Chapter XVIIB commences with section 192 (deduction of tax from salary payments). Therefore, section 206AA will also apply to section 192 IDS.

## Conditions of Hire

Your employment will be subject to the following pre-conditions:


1. You have to sign a bond for two years if you break the bond in two years you have to face the consequences.
2. At the time of joining you have to submit your original certificates of SSC, inter/Diplumm and graduation.
3. You obtain a clear discharge from your present employer (as defined in 3a and 4 below)
4. You fill the complete Back ground verification link given along with the welcome mail of the offer.
5. You submit the following mandatory documents before the date of joining.
a) Resignation acceptance letter from HR of current company with Last Working Day Mentioned. (Reliving letter if available at joining date is also acceptable)
b) Relieving letter of previous company
c) Highest Degree/Provisional Certificate and Final year Mark sheet.
d) Complete IRF (information Request Form) and BV (Back Ground Verification) form.
6. You are required to bring the experience / relieving letter from your Last employer on your date of Joining. In case you do not have the same, you may submit to Delasoft on your date of joining; the Relieving letter approved by your last employer HR with the last working day mentioned. But do note that the experience letter should be submitted to Delasoft HR not later than 14 days of your joining. In the event the document are not received within aforesaid period Delasoft reserves to take disciplinary actions which inter alia include termination from service without notice.
7. Your employee verification check conducted by Delasoft India is cleared.

All appointments are based on the information furnished by you in your employment application and all further declarations and undertakings. Hence, any false statement or information furnished as above will lead to your dismissal without notice.

Please note that your Full name mentioned in this offer letter will be used to create your employee records in Delasoft and the same will be used for all communication purpose as well. In case you need a change in your name, please contact your recruiter before DOI and inform him/her about the same. The Full name provided by you should be consistent with valid documents submitted by you, such as Education certificate, Experience Letters, Relieving Letters, PAN card, Passport and Marriage Certificate.

You hereby warrant 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 the duties of your employment.

You also warrant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement between you and any third party and that the Company will in no way be concerned with such liabilities. You will at all times maintain your ability to be

Signature and Name, Date

employed in India and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the employer informed

Regardless of any secondment to any other Delasoft entities or where you may be required to work Overseas for any such Delasoft entities for an extensive period, you shall at ali 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 Delasoft entities other than the salary and benefits specified in this offer letter or the salary and benefits that may be have been decided by Delasoft and communicated to you

During the period of this employment you should not 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 particula case.

## Private Information Policy -

You will be bound by the Delasoft Private Information Policy as described in Annex 1 for holding in confidence any trade secrets or confidential business and technical information of the Company or its clients.

## Intellectual Properties -

Additionally, you will also be bound by the Delasoft policy with respect to intellectual Property as described in Annexure 3.

## Non-Competition -

In the event that you leave the Company either initiated by yourself or the Company, you shall not recruit any employee from the Company for a period of 12 months commencing the last day of your employment with the Company.

## Governing Law -

The terms and conditions as stipulated above shall be interpreted in accordance with the laws of India. In the event of any dispute, the parties shall submit to the exclusive jurisdiction of the Courts of India.

In addition to above you will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter. The same are available on HR guidelines document and you are expected to go through the same carefully. For clarification, if any, regarding these instructions/rules/policies please get in touch with HR Department

## Training related Service agreements (IF Applicable):

During the tenure of your employment, the company may incur training/ certification expenses on you. In the event you leave our services within a period of 12 months from the date of training/ certification, you will be required to reimburse the entire training costs including any travel costs related to the training. Depending on the expenses involved, you may also be required to sign a service agreement with the company for a specific period, which will be indicated to you at that time.

Retirement -


You will retire on the last day of the month in which you complete sixty years of age

## Notice Period/Termination -

This contract of employment between you and the Company may be terminated by either party by giving 90 days' notice or gross 3 months' salary in leu thereof. However release from the services of the Company will be subject to satisfactory handover of the responsibilities assigned to you.

In the event of wilful neglect or breach of any of the terms here of or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice

1 accept the offer and confirm that there are no other commitments made during the hiring process other than those specified in the offer letter (example on site opportunity. compensation, promotion and salary like)

I accept the offer but would like to mention that the following discussions have been had during the hiring process

## (Please mention commitments:

In case there is any commitment please send a mall across to the recruiter covering the same in 48 hrs, of receipt of this offer and bring the recruiter acknowledgement at the date of joining.

## Mr. Mutyala Vive

we believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest. We look forward to having you join Delasoft Pvt. Ltd. Please do not hesinte to contact me if you need any further assistance

## We look forward to having you in Delasoft team.

Yours Sincerely,
For Delasoft Pvt Ltd


HR Dept

## Mr. Mutyala Vivek

Trainee Software Developer

Signature and Name, Date


Target annual compensation from Delasoft India Pvt Ltd. Rs. 294000

| Monthly Components | Per Month | Annualized |
| :--- | ---: | ---: |
| Basic | 14500 | 174000 |
| House Rent Allowance | 5800 | 69600 |
| Medical Reimbursement | 0 | 0 |
| Conveyance Allowance | 0 | 0 |
| Flexi-plan* | 4200 | 50400 |
| Special Allowance/Other allowances | 24500 | 294000 |
|  |  | 1740 |
| Gross monthly salary | 0 | 20880 |
| PF per month |  | 0 |
| Gratuity (accrual only) |  |  |
| Total Fixed Compensation |  |  |
| Performance Bonus** |  |  |
|  |  |  |
| Total Cash Compensation |  |  |
| Benefits |  |  |
| Medical claim Insurance |  |  |
| Personal Accident Insurance |  |  |
| Total Benefits |  |  |
| Total Cost to Company |  | 0 |

## ANNEXURE 1 PRIVATE INFORMATION

## The employee agrees with Delasoft that:

The work for which I am employed is and will be of a private nature, and in connection with the performance of my services on behalf of Delasoft, its subsidiaries and affiliates (together with their predecessors and successors, the Company), the Company may make available to me information of a private nature as to the Company and the Company clients and prospective clients business, strategies, methodologies, operations, technologies (including computer software), financial affairs, organizational and personnel matters, policies, procedures, trade secrets, programs, operations, clients, prospective clients, employees and other non-public matters, including those concerning third parties (Private Information).

I agree that I will receive in strict confidence all such Private Information belonging to the Company or to its clients or prospective clients. I further agree to use my best efforts to maintain and to assist the Company in maintaining the confidentiality of all such Private Information, and to prevent it from coming into unauthorized hands.

## The employee further agrees that:

1. I will neither copy nor distribute any material or other information constituting Private Information which comes into my possession as result of my employment by the Company, other than for the Company use;
II. I will not during the period of employment by the Company nor at any time thereafter, directly or indirectly, disclose to others and/or use for my own benefit or for the benefit of others, Private Information acquired by me during the period of my employment, except to the extent as may be reasonably necessary in the ordinary course of performing my duties as an employee of the Company;
III. I will not disclose to the Company or attempt to induce the Company to use any Private Information or material to which the Company is not entitled; which the Company is not entitled;
IV. Upon termination of my employment with the Company, I will return to the Company all. materials and information that constitutes Private information and any copies thereof and certify to the Company that I no longer have any rights to such materials or information, and I will represent that the original and all copies of such materials and information have been returned to the Company.
V. I agree to abide by the ISMS policies and procedures as published by the organization from time to time. Further, I agree to abide by the Delasoft Code of Business Ethics, to the extent applicable under the law, in all my actions and dealings in Delasoft.

Signature and Name, Date

## ANNEXURE 2

## COVENANT

a) The employee agrees that:

## I will not-

(1) for a period of one year after the termination of this agreement, directly or indirectly solicit to provide or provide any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Company and for whom I provide any service as an employee of the Company during the five years prior to my leaving,
(2) for a period of eighteen months after the termination of this agreement directly or indirectly, without the prior written consent of the Company, solicit for employment with myself or any firm or entity with which I am associated, any employee of the Company or otherwise disrupt, impair, damage, or interfere with the Company relationship with its employees; or
(3) upon the termination of my employment remove, retain, copy, or utilize any confidential, privileged or proprietary information, trade secrets, or other property of the Company. including but not limited to manuals, software, data, files, client lists or materials, or other data, publications or materials. The non-compete provisions of this paragraph will not apply to a client of the Company or any predecessor of the Company for whom I performed services or with whom I had significant profescional contact prior to joining the Company. If the Company requests me to terminate my relationship with the Company, the non-compete provisions of this paragraph will not apply to me with respect to those clients of the Company, if any, as to which the Company and I reach mutual agreement.
(b) The employee and the Company acknowledge and agree that the duration and geographic scope of the covenants contained in paragraph (a) are fair and reasonable. Accordmgiy, the employee and the Company agree that, in the event that any of the covenants contained in paragraph (a) are neverthe less determined by a court or arbitration body to be unenforceabie because of the duration or geographic scope thereof, the arbitration body or court making such determination may reduce such duration and/or scope to the extent necessary to enable such arbitration body or court to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.


## ANNEXURE 3

## INTELLECTUAL PROPERTY

## Following is a statement of the Company's policy with respect to intellectual property:

Except as otherwise may be agreed by the Company in writing, in consideration of the employment of the employee by the Company, and free of any additional obligations of the Company to make additional payment to the employee, the employee agrees to irrevocably assign to the Company any and all inventions, software, manuscripts, documentation, improvements or other intellectual property, whether or not protectable by any national or state laws relating to the protection of intellectual property, relating to the present or future business of the Company that are developed by the employee prior to the termination of his/her employment with the Company, either alone or jointly with others, and whether or not developed during normal business hours or arising in the scope of his/her duties of employment.

The employee agrees that all such inventions, software, manuscripts, documentation, improvement or other intellectual property shall be and remain the sole and exclusive property of the Company. The employee hereby agrees to execute such assignments and other documents as the Company may consider appropriate to vest all right, title and interest therein to the Company. This provision does not apply to an invention for which no equipment, supplies, facility, or trade secret information of the
Company was used and which was developed entirely on the employee own time, unless
(a) The invention relates

1. directly to the business of the Company or
2. to the Company actual or demonstrably anticipated research or development of
(b) The invention results from any work performed by the employee for the Company.

The employee agrees that all services performed by the employee for the Compary shall be the original work of the employee and shall not incorporate any third party materials or work in which the employee or any third party asserts an ownership interest without the express written consent of the Company.


7-1-618/ATC, Flat No. 706 7th Floor, Aditya Trade Centre, Ameerpet, Hyderabad - 500038 Ph: 040-2373 0040 www.delasoft.com

## OFFER LETTER

Name
12 Feb 20 ,

Mr. Mylavarapu Srinivasa Kalyan<br>Hyderabad

## Mr. Mylavarapu Srinivasa Kalyan

We are pleased to confirm our offer of employment to you as Trainee Software Developer with Delasoft Pvt.Ltd (the Company), starting $12^{\text {th }}$ FE8 2020 and will be promoted to Soltware Developer starting from $1^{4}$ June 2020 as pet the detals given

At Delasoft, one of our goals is to afford all our people the opportunity to pursue theif careers, to achieve their personal iest, and to balance their personal and professional goals. We value vour abilities and believe you will find our work environment to be challenging and fulfiting.

## Level

You will be hired as Trainee Software Developer

## Confidentiality

This is a highly Confidentiat and Private document. You are to maintain the confideatiality and ensure that the details of your offer are not shared with anyone outsude of the Human Resource Team of Delasoft. Sharing the details of your offer with others wowld imply a breach of confidentiality and could invite suitabie disciplinary action.

## Compensation

Your target annual salary will be Rs 294000. (Rupees Two Lakhs Ninty Four Thousand only) applicable from $01^{4}$ June 2020. The breakup of your target annual salary is attached aiong with this letter.

Provident Fund -
You will be covered under Delasoft Pvt. Ltd Employees' Provident
Fund scheme wherein, the Company will match your annual contribution o! $12 \%$ of your annual base Salary. Your contribution and the Company's contribution are a part of the above package.

## Gratuity -

On completion of five years of service with the Company you will be eligible for gratuity as per the Payment of Gratuity Act. This amount will accrue to your account annually. The amount towards gratuity accrual is also a part of the above package.

## Other Benefits

## In addition to the above you will be eligible for the following benefits:

## Medical Insurance -

In accordance with the Company policy you and your immediate family (i.e. spouse and unmarried dependent children) will be covered under our Medical Insurance plan.

## Annual Leave/ Public Holidays -

You will be eligible for Two weeks of vacation (12 Days), One week of sick leave ( 5 days) and 8 public holidays. Please refer to the Company's Leave Policy for further details in this regard.

In case you absent yourself from duty continuously, without prior authorization, for 10 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 the contract of employment by you.

In such circumstances, the Management will have the discretion of (a) adjusting salary against the notice period of such abandonment (b) presume that you have voluntarily abandoned the services of the company and strike off your name from the rolls of the Company.

## Salary Payment -

The cutoff date for payroll processing is last day of every month. The performance appraisal and salary revision will be subject to Delasoft Policy.

## Salary Revisions-

Our performance year is January 01 to December 31 of each year. Based on your performance your target annual salary will be reviewed annually and adjusted (merit increase) in January each year.

## Personal Taxes-

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Wherever PAN is not produced, as per section 206AA, for the purposes of TDS, the higher of the rates (rates in force or $20 \%$ ) will apply to all amounts on which tax is deductible under Chapter XVIIIB of the Act. Chapter XVIIB commences with section 192 (deduction of tax from salary payments). Therefore, section 206AA will also apply to section 192 IDS.

## Conditions of Hire

Your employment will be subject to the following pre-conditions:


1. You have to sign a bond for two years if you break the bond in two years you have to face the consequences.
2. At the time of joining you have to submit your original certificates of SSC, inter/Dipioma and graduation.
3. You obtain a clear discharge from your present employer (as defined in 3a and 4 below)
4. You fill the complete Back ground verification link given along with the welcome mail of the offer.
5. You submit the following mandatory documents before the date of joining.
a) Resignation acceptance letter from HR of current company with Last Working Day Mentioned. (Reliving letter if available at joining date is also acceptable)
b) Relieving letter of previous company
c) Highest Degree/Provisional Certificate and Final year Mark sheet
d) Complete IRF (Information Request Form) and BV (Back Ground Verification) form.
6. You are required to bring the experience / relieving letter from your Last employer on your date of Joining. In case you do not have the same, you may submit to Delasoft on your date of joining; the Relieving letter approved by your last employer HR with the last working day mentioned. But do note that the experience letter should be submitted to Delas of HR not later than 14 days of your joining. In the event the document are not received within aforesaid period Delasoft reserves to take disciplinary actions which inter alia include termination from service without notice.
7. Your employee verification check conducted by Delasoft India is cleared.

All appointments are based on the information furnished by you in your employment application and all further declarations and undertakings. Hence, any false statement or information furnished as above will lead to your dismissal without notice.

Please note that your Full name mentioned in this offer letter will be used to create your employee records in Delasoft and the same will be used for all communication purpose as well. In case you need a change in your name, please contact your recruiter before DOI and inform him/her about the same. The Full name provided by you should be consistent with valid documents submitted by you, such as Education certificate, Experience Letters, Relieving Letters, PAN card, Passport and Marriage Certificate.

You hereby warrant 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 the duties of your employment.

You also warrant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement between you and any third party and that the Company will in no way be concerned with such liabilities. You will at all times maintain your ability to be

employed in India and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the employer informed

Regardless of any secondment to any other Delasoft entities or where you may be required to work Overseas for any such Delasoft entities for an extensive period, you shall at al 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 Delasoft entities other than the salary and benefits specified in this offer letter or the salary and benefits that may be have been decided by Delasoft and communicated to you.

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

## Private Information Policy -

You will be bound by the Delasoft Private Information Policy as described in Annex 1 for holding in confidence any trade secrets or confidential business and technical information of the Company or its clients.

## Intellectual Properties -

Additionally, you will also be bound by the Delasoft policy with respect to Intellectual Property as described in Annexure 3.

## Non-Competition -

In the event that you leave the Company either initiated by yourself or the Company, you shall not recruit any employee from the Company for a period of 12 months commencing the last day of your employment with the Company.

## Governing Law -

The terms and conditions as stipulated above shall be interpreted in accordance with the laws of India. In the event of any dispute, the parties shall submit to the exclusive jurisdiction of the Courts of India.

In addition to above you will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter. The same are avallable on HR guidelines document and you are expected to go through the same carefully. For clarification, if any, regarding these instructions/rules/policies please get in touch with HR Department

## Training related Service agreements (IF Applicable):

During the tenure of your employment, the company may incur training/ certification expenses on you. In the event you leave our services within a period of 12 months from the date of training/ certification, you will be required to reimburse the entire training costs including any travel costs related to the training. Depending on the expenses involved, you may also be required to sign a service agreement with the company for a specific period, which will be indicated to you at that time.

Retirement -


You will retire on the last day of the month in which you complete sixty years of age

## Notice Period/Termination -

This contract of employment between you and the Company may be terminated by either party by giving 90 days' notice or gross 3 months' salary in lieu thereof. However release from the services of the Company will be subject to satisfactory handover of the responsibilities assigned to you.

In the event of wilful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct. the Company may terminate your employment forthwith without notice
accept the offer and confirm that there are no other commitments made during the hiring process other than those specified in the offer letter (example: on site opportunity. compensation, promotion and salary sike)

1 accept the offer but would like to mention that the following discussions have been had during the hiring process

## (Please mention commitments:

## ...)

In case there is any commitment please send a mall across to the recruiter covering the same in 48 hrs, of receipt of this offer and bring the recruiter acknowledgement at the date of joining.

## Mr.Mylavarapu Srinivasa Kalyan

we believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest. We look forward to having you join Delasoft Pvt. Ltd. Please do not hesitate to contact me if you need any further assistance.

We look forward to having you in Delasoft team.
Yours Sincerely,

## For Delasoft Pvt Ltd



HR Dept

## Mr.Mylavarapu Srinivasa Kalyan

Trainee Software Developer

Signature and Name, Date


Target annual compensation from Delasoft India Pvt Ltd.

## Rs. 294000



## ANNEXURE 1 <br> PRIVATE INFORMATION

## The employee agrees with Delasoft that:

The work for which I am employed is and will be of a private nature, and in connection with the performance of my services on behalf of Delasoft, its subsidiaries and affiliates (together with their predecessors and successors, the Company), the Company may make available to me information of a private nature as to the Company and the Company clients and prospective clients business, strategies, methodologies, operations, technologies (including computer software), financial affairs, organizational and personnel matters, policies, procedures, trade secrets, programs, operations, clients, prospective clients, employees and other non-public matters, including those concerning third parties (Private Information).

I agree that I will receive in strict confidence all such Private Information belonging to the Company or to its clients or prospective clients. I further agree to use my best efforts to maintain and to assist the Company in maintaining the confidentiality of all such Private Information, and to prevent it from coming into unauthorized hands.

## The employee further agrees that:

1. I will neither copy nor distribute any material or other information constituting Private Information which comes into my possession as result of my employment by the Company, other than for the Company use;
II. I will not during the period of employment by the Company nor at any time thereafter, directly or indirectly, disclose to others and/or use for my own benefit or for the benefit of others, Private Information acquired by me during the period of my employment, except to the extent as may be reasonably necessary in the ordinary course of performing my duties as an employee of the Company:
III. I will not disclose to the Company or attempt to induce the Company to use any Private Information or material to which the Company is not entitled; which the Company is not entitled;
IV. Upon termination of my employment with the Company, I will return to the Company all materials and information that constitutes Private Information and any copies thereof and certify to the Company that I no longer have any rights to such materials or information, and | will represent that the original and all copies of such materials and information have been returned to the Company.
V. I agree to abide by the ISMS policies and procedures as published by the organization from time to time. Further, I agree to abide by the Delasoft Code of Business Ethics, to the extent applicable under the law, in all my actions and dealings in Delasoft.

Signature and Name, Date


## ANNEXURE 2

## COVENANT

## a) The employee agrees that:

## I will not-

(1) for a period of one year after the termination of this agreement, directly or indirectly solicit to provide or provide any professional services such as those provided by the Company fo anyone who is a client of the Company anytime during the twelve months prior to my leaving the Company and for whom I provide any service as an employee of the Company during the five years prior to my leaving.
(2) for a period of eighteen months after the termination of this agreement directly or indirectly, without the prior written consent of the Company, solicit for employment with myself or any firm or entity with which I am associated, any employee of the Company or otherwise disrupt, impair, damage, or interfere with the Company relationship with its employees; or
(3) upon the termination of my employment remove, retain, copy, or utilize any confidential, privileged or proprietary information, trade secrets, or other property of the Company including but not limited to manuals, software, data, files, client lists or materials, or other data, publications or materials. The non-compete provisions of this paragraph will not apply to a client of the Company or any predecessor of the Company for whom I performed services or with whom I had significant professional contact prior to joining the Company. If the Company requests me to terminate my relationship with the Company, the non-compete provisions of this paragraph will not apply to me with respect to those clients of the Company, if any, as to which the Company and I reach mutual agreement.
(b) The employee and the Company acknowledge and agree that the duration and geographic scope of the covenants contained in paragraph (a) are fair and reasonable. Accoromgiy, the employee and the Company agree that, in the event that any of the covenants contained in paragraph (a) are neverthe less determined by a court or arbitration body to be unenforceable because of the duration or geographic scope thereof, the arbitration body or court making such determination may reduce such duration and/or scope to the extent necessary to enable such arbitration body or court to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

## ANNEXURE 3

## INTELLECTUAL PROPERTY

## Following is a statement of the Company's policy with respect to intellectual property:

Except as otherwise may be agreed by the Company in writing, in consideration of the employment of the employee by the Company, and free of any additional obligations of the Company to make additional payment to the employee, the employee agrees to irrevocably assign to the Company any and all inventions, software, manuscripts, documentation, improvements or other intellectual property, whether or not protectable by any national or state laws relating to the protection of intellectual property, relating to the present or future business of the Company that are developed by the employee prior to the termination of his/her employment with the Company, either alone or jointly with others, and whether or not developed during normal business hours or arising in the scope of his/her duties of employment

The employee agrees that all such inventions, software, manuscripts, documentation, improvement or other intellectual property shall be and remain the sole and exclusive property of the Company. The employee hereby agrees to execute such assignments and other documents as the Company may consider appropriate to vest all right, title and interest therein to the Company This provision does not apply to an invention for which no equipment, supplies, facility, or trade secret information of the
Company was used and which was developed entirely on the employee own time, unless
(a) The invention relates

1. directly to the business of the Company or
2. to the Company actual or demonstrably anticipated research or development au
(b) The invention results from any work performed by the employee for the Company.

The employee agrees that all services performed by the employee for the Company shall be the original work of the employee and shall not incorporate any third party materials or work in which the employee or any third party asserts an ownership interest without the express written consent of the Company.

Signature and Name, Date


## OFFER LETTER

## Name

Mr. Nallabati Sai Charan

IIyderabad

## Mr. Nallabati Sai Charan

We are pleased to confirm our offer of employment to you as Trainee Software Developer with Delasoft Pvt.L:d (the Company), starting $12^{\text {th }}$ FE8 2020 and will be promoted to Software Developer starting from $1^{\text {th }}$ June 2020 as per the details given

At Delasoft, one of our goals is to afford all our people the opportunity to pursue their carcers, to achieve their personal sest, and to balance their personal and protessional goats We value vour abilities and believe you will find our work environment to be challenging and fulfilling

## Level

You will be hired as Trainee Software Developer

## Confidentiality

This is a highly Confidential and Private document. You are to maintain the confidentialty and ensure that the details of your offer are not shared with anvone outside of the Human Resource Team of Delasoft. Sharing the details of your offer with others wowld imply a breach of confidentiality and could invite suitable disciplinary action

## Compensation

Your target annual salary will be Rs 294000. (Rupees Iwo Lakhs Ninty Four Thousand only) applicable from 01"tune 2020. The breakup of your target annual salary is attached along with this letter.

Provident Fund -
You will be covered under Delasoft Pvt. Ltd Employees' Provident
Fund scheme wherein, the Company will match your annual contribution of $12 \%$ of your annua!
base Salary. Your contribution and the Company's contribution are a part of the above package.

Signature and Name, Date


## Gratuity -

On completion of five years of service with the Company you will be eligible for gratuity as per the Payment of Gratuity Act. This amount will accrue to your account annually. The amount towards gratuity accrual is also a part of the above package.

## Other Benefits

In addition to the above you will be eligible for the following benefits:

## Medical Insurance -

In accordance with the Company policy you and your immediate family (i.e. spouse and unmarried dependent children) will be covered under our Medical Insurance plan.

## Annual Leave/Public Holidays -

You will be eligible for Two weeks of vacation (12 Days), One week of sick leave (5days) and 8 public holidays. Please refer to the Company's Leave Policy for further details in this regard.

In case you absent yourself from duty continuously, without prior authorization, for 10 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 the contract of employment by you.

In such circumstances, the Management will have the discretion of (a) adjusting salary against the notice period of such abandonment (b) presume that you have voluntarily abandoned the services of the company and strike off your name from the rolls of the Company.

## Salary Payment -

The cutoff date for payroll processing is last day of every month. The performance appraisal and salary revision will be subject to Delasoft Policy.

## Salary Revisions -

Our performance year is January 01 to December 31 of each year. Based on your performance your target annual salary will be reviewed annually and adjusted (merit increase) in January each year.

## Personal Taxes-

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Wherever PAN is not produced, as per section 206AA, for the purposes of TDS, the higher of the rates (rates in force or 20\%) will apply to all amounts on which tax is deductible under Chapter XVIIIB of the Act. Chapter XVIIB commences with section 192 (deduction of tax from salary payments). Therefore, section 206AA will also apply to section 192 TDS.

## Conditions of Hire

Your employment will be subject to the following pre-conditions:

1. You have to sign a bond for two years if you break the bond in two years you have to face the consequences.
2. At the time of joining you have to submit your original certificates of SSC, inter/Dipiomanaine graduation.
3. You obtain a clear discharge from your present employer (as defined in aa and 4 below)
4. You fill the complete Back ground verification link given along with the welcome mail of the offer.
5. You submit the following mandatory documents before the date of joining.
a) Resignation acceptance letter from HR of current company with Last Working Day Mentioned. (Reliving letter if available at joining date is also acceptable)
b) Relieving letter of previous company
c) Highest Degree/Provisional Certificate and Final year Mark sheet
d) Complete IRF (Information Request Form) and BV (Back Ground Verification) form.
6. You are required to bring the experience / relieving letter from your Last employer on your date of Joining. In case you do not have the same, you may submit to Delasoft on you date of joining; the Relieving letter approved by your last employer HR with the last working day mentioned. But do note that the experience letter should be submitted to Delas oft HR not later than 14 days of your joining. In the event the document are not received within aforesaid period Delasoft reserves to take disciplinary actions which inter alia include termination from service without notice.
7. Your employee verification check conducted by Delasoft India is cleared.

All appointments are based on the information furnished by you in your employment application and all further declarations and undertakings. Hence, any false statement or information furnished as above will lead to your dismissal without notice.

Please note that your Full name mentioned in this offer letter will be used to create your employee records in Delasoft and the same will be used for all communication purpose as well. In case you need a change in your name, please contact your recruiter before DOI and inform him/her about the same. The full name provided by you should be consistent with valid documents submitted by you, such as Education certificate, Experience Letters, Relieving Letters, PAN card, Passport and Marriage Certificate.

You hereby warrant 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 the duties of your employment.

You also warrant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement between you and any third party and that the Company will in no way be concerned with such liabilities. You will at all times maintain your ability to be

Signature and Name, Date

employed in India and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the employer informed.

Regardless of any secondment to any other Delasoft entities or where you may be required to work Overseas for any such Delasoft entities 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 Delasoft entities other than the salary and benefits specified in this offer letter or the salary and benefits that may be have been decided by Delasoft and communicated to you.

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

## Private Information Policy -

You will be bound by the Delasoft Private Information Policy as described in Annex 1 for holding in confidence any trade secrets or confidential business and technical information of the Company or its clients.

## Intellectual Properties -

Additionally, you will also be bound by the Delasoft policy with respect to intellectual Property as described in Annexure 3.

## Non-Competition -

In the event that you leave the Company either initiated by yourself or the Company, you shall not recruit any employee from the Company for a period of 12 months commencing the last day of your employment with the Company.

## Governing Law -

The terms and conditions as stipulated above shall be interpreted in accordance with the laws of India. In the event of any dispute, the parties shall submit to the exclusive jurisdiction of the Courts of India.

In addition to above you will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter. The same are available on $H R$ guidelines document and you are expected to go through the same carefully. For clarification, if any, regarding these instructions/rules/policies please get in touch with HR Department:

## Training related Service agreements (IF Applicable):

During the tenure of your employment, the company may incur training/ certification expenses on you. In the event you leave our services within a period of 12 months from the date of training/ certification, you will be required to reimburse the entire training costs including any travel costs related to the training. Depending on the expenses involved, you may also be required to sign a service agreement with the company for a specific period, which will be indicated to you at that time.

Retirement -

Signature and Name, Date


You will retire on the last day of the month in which you complete sixty years of age

## Notice Period/Termination -

This contract of employment between you and the Company may be terminated by either party by giving 90 days' notice or gross 3 months' salary in hee thereof. However release from the services of the Company will be subject to satisfactory handover of the responsibilities assigned to you.
in the event of wilful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice

1 accept the offer and confirm that there are no other commitments made during the hiring process other than those specified in the offer letter (example: on site opportunity. compensation, promotion and salary iike)

I accept the offer but would like to mention that the following discussions have been had during the hiring process

## (Please mention commitments:

$\qquad$

In ease there is any commitment please send a mail across to the recruiter coverine the same in 48 hrs, of receipt of this offer and bring the recruiter acknowledgement at the date of joining.

## Mr. Nallabati Sai Charan

We believe we can provide you with an atmosphere in which you can develop your professionat talents to the fullest. We look forward to hoving you join Delasoft Put Ltd. Please do not hesitate to contact me if you need any further assistance.

## We look forward to having you in Delasoft team.

Yours Sincerely,
For Delasoft Put Ltd


HR Dept

## Mr. Nallabati Sai Charan

Trainee Software Developer


Target annual compensation from Delasoft India Pvt Ltd. Rs. 294000



## ANNEXURE 1 <br> PRIVATE INFORMATION

## The employee agrees with Delasoft that:

The work for which I am employed is and will be of a private nature, and in connection with the performance of my services on behalf of Delasoft, its subsidiaries and affiliates (together with their predecessors and successors, the Company), the Company may make available to me information of a private nature as to the Company and the Company clients and prospective clients business, strategies, methodologies, operations, technologies (including computer software), financial affairs, organizational and personnel matters, policies, procedures, trade secrets, programs, operations, clients, prospective clients, employees and other non-public matters, including those concerning third parties (Private Information).

I agree that I will receive in strict confidence all such Private Information belonging to the Company or to its clients or prospective clients. I further agree to use my best efforts to maintain and to assist the Company in maintaining the confidentiality of all such Private Information, and to prevent it from coming into unauthorized hands.

## The employee further agrees that:

1. I will neither copy nor distribute any material or other information constituting Private Information which comes into my possession as result of my employment by the Company, other than for the Company use;
II. I will not during the period of employment by the Company nor at any time thereafter, directly or indirectly, disclose to others and/or use for my own benefit or for the benefit of others, Private Information acquired by me during the period of my employment, except to the extent as may be reasonably necessary in the ordinary course of performing my duties as an employee of the Company;
III. I will not disclose to the Company or attempt to induce the Company to use any Private Information or material to which the Company is not entitled; which the Company is not entitled;
IV. Upon termination of my employment with the Company, I will return to the Company all materials and information that constitutes Private Information and any copies thereof and certify to the Company that I no longer have any rights to such materials or information, and I will represent that the original and all copies of such materials and information have been returned to the Company.
V. I agree to abide by the ISMS policies and procedures as published by the organization from time to time. Further, I agree to abide by the Delasoft Code of Business Ethics, to the extent applicable under the law, in all my actions and dealings in Delasoft.

Signature and Name, Date


## ANNEXURE 2

## COVENANT

## a) The employee agrees that:

## I will not-

(1) for a period of one year after the termination of this agreement, directly or indirectly solicit to provide or provide any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Company and for whom I provide any service as an employee of the Company during the five years prior to my leaving.
(2) for a period of eighteen months after the termination of this agreement directly or indirectly, without the prior written consent of the Company, solicit for employment with myself or any firm or entity with which I am associated, any employee of the Company or otherwise disrupt, impair, damage, or interfere with the Company relationship with its employees; or
(3) upon the termination of my employment remove, retain, copy, or utilize any confidential. privileged or proprietary information, trade secrets, or other property of the Company. including but not limited to manuals, software, data, files, client lists or materials, or other data, publications or materials. The non-compete provisions of this paragraph will not apply to a client of the Company or any predecessor of the Company for whom I performed services or with whom I had significant professional contact prior to joining the Company. If the Company requests me to terminate my relationship with the Company, the non-compete provisions of this paragraph will not apply to me with respect to those clients of the Company, if any, as to which the Company and I reach mutual agreement.
(b) The employee and the Company acknowledge and agree that the duration and geographic scope of the covenants contained in paragraph (a) are fair and reasonable. Accorcomgiy, the employee and the Company agree that, in the event that any of the covenants contained in paragraph (a) are neverthe less determined by a court or arbitration body to be unenforceable because of the duration or geographic scope thereof, the arbitration body or court making such determination may reduce such duration and/or scope to the extent necessary to enable such arbitration body or court to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.


## ANNEXURE 3 <br> INTELLECTUAL PROPERTY

## Following is a statement of the Company's policy with respect to intellectual property:

Except as otherwise may be agreed by the Company in writing, in consideration of the employment of the employee by the Company, and free of any additional obligations of the Company to make additional payment to the employee, the employee agrees to irrevocably assign to the Company any and all inventions, software, manuscripts, documentation, improvements or other intellectual property, whether or not protectable by any national or state laws relating to the protection of intellectual property, relating to the present or future business of the Company that are developed by the employee prior to the termination of his/her employment with the Company, either alone or jointly with others, and whether or not developed during normal business hours or arising in the scope of his/her duties of employment.

The employee agrees that all such inventions, software, manuscripts, documentation, improvement or other intellectual property shall be and remain the sole and exclusive property of the Company. The employee hereby agrees to execute such assignments and other documents as the Company may consider appropriate to vest all right, title and interest therein to the Company. This provision does not apply to an invention for which no equipment, supplies, facility, or trade secret information of the
Company was used and which was developed entirely on the employee own time, unless
(a) The invention relates

1. directly to the business of the Company or
2. to the Company actual or demonstrably anticipated research ar development of
(b) The invention results from any work performed by the employee for the Company.

The employee agrees that all services performed by the employee for the Company shall be the original work of the employee and shall not incorporate any third party materials or work in which the employee or any third party asserts an ownership interest without the express written consent of the Company.

Signature and Name, Date


## OFFER LETTER

## Name

## Mr. Nuneti Sai Kumar

liyderabad

## Mr. Nuneti Sai Kumar

We are pleased to confirm our offer of employment to you as Trainee Software Developer with Delasoft Pve.Lsd (the Company), starting $12^{\text {th }}$ FEB 2020 and will be promoted to Software Developer starting from $2^{4}$ June 2020 as per the detals given

At Delasoft, one of our goals is to afford all our peopte the opportunity to pursue theit carcers. to achieve their personal sest, and to balance their personal and professional goals We. value vour abilities and believe you will find our work enwironment to be challenging and fulfiting

## leve!

You will be hired as Irainee Software Developer

## Confidentiality

This is a highly Confidential and Private document You are to mantain the conf densiality and ensure that the detals of your offer are not shared with anyone outside of the Human Resource Team of Delasoft. Sharing the details of your offer with others would imply a breach of confidentiality and could invite suitable disciplinary action

## Compensation

Your target annual salary will be Rs. 294000. (Rupees Two Lakhs Ninty Four Thousand only) applicable from $01^{* 4}$ June 2020. The breakup of your target annual saiary is attachect along, with this letter

## Provident fund -

You will be covered under Delasoft Pvt. Itd Employees' Provident
Fund scheme wherein, the Company will match your annual contribution of $12 \%$ of your annual base Salary. Your contribution and the Company's contribution are a part of the above package.

## Gratuity -

On completion of five years of service with the Company you will be eligible for gratuity as per the Payment of Gratuity Act. This amount will accrue to your account annually. The amount towards gratuity accrual is also a part of the above package.

## Other Benefits

In addition to the above you will be eligible for the following benefits:

## Medical Insurance -

In accordance with the Company policy you and your immediate family (i.e. spouse and unmarried dependent children) will be covered under our Medical Insurance plan.

## Annual Leave/ Public Holidays -

You will be eligible for Two weeks of vacation (12 Days), One week of sick leave (5days) and 8 public holidays. Please refer to the Company's Leave Policy for further details in this regard.

In case you absent yourself from duty continuously, without prior authorization, for 10 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 the contract of employment by you.

In such circumstances, the Management will have the discretion of (a) adjusting salary against the notice period of such abandonment (b) presume that you have voluntarily abandoned the services of the company and strike off your name from the rolls of the Company.

## Salary Payment -

The cutoff date for payroll processing is last day of every month. The performance appraisal and salary revision will be subject to Delasoft Policy.

## Salary Revisions -

Our performance year is January 01 to December 31 of each year. Based on your performance your target annual salary will be reviewed annually and adjusted (merit increase) in January each year.

## Personal Taxes-

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Wherever PAN is not produced, as per section 206AA, for the purposes of TDS, the higher of the rates (rates in force or 20\%) will apply to all amounts on which tax is deductible under Chapter XVIIIB of the Act. Chapter XVIIB commences with section 192 (deduction of tax from salary payments). Therefore, section 206AA will also apply to section 192 IDS.

## Conditions of Hire

Your employment will be subject to the following pre-conditions:

Signature and Name, Date


1. You have to sign a bond for two years if you break the bond in two years you have to face the consequences
2. At the time of joining you have to submit your original certificates of SSC, inter/Dipiomen ans: graduation.
3. You obtain a clear discharge from your present employer (as defined in 3a and 4 below)
4. You fill the complete Back ground verification link given along with the welcome mail of the offer.
5. You submit the following mandatory documents before the date of joining.
a) Resignation acceptance letter from HR of current company with Last Working Day Mentioned. (Reliving letter if available at joining date is also acceptable)
b) Relieving letter of previous company
c) Highest Degree/Provisional Certificate and Final year Mark sheet
d) Complete IRF (Information Request Form) and BV (Back Ground Verification) form.
6. You are required to bring the experience / relieving letter from your Last employer on yout date of Joining. In case you do not have the same, you may submit to Delasoft on your date of joining; the Relieving letter approved by your last employer HR with the last working day mentioned. But do note that the experience letter should be submitted to Delas of: HR not later than 14 days of your joining. In the event the document are not received within aforesaid period Delasoft reserves to take disciplinary actions which inter alia include termination from service without notice.
7. Your employee verification check conducted by Delasoft India is cleared.

All appointments are based on the information furnished by you in your employment application and all further declarations and undertakings. Hence, any false statement or information furnished as above will lead to your dismissal without notice.

Please note that your Full name mentioned in this offer letter will be used to create your employee records in Delasoft and the same will be used for all communication purpose as well. In case you need a change in your name, please contact your recruiter before DOI and inform him/her about the same. The full name provided by you should be consistent with valid documents submitted by you, such as Education certificate, Experience Letters, Relieving Letters, PAN card, Passport and Marriage Certificate.

You hereby warrant 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 the duties of your employment.

You also warrant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement between you and any third party and that the Company will in no way be concerned with such liabilities. You will at all times maintain your ability to be
employed in India and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the employer informed

Regardless of any secondment to any other Delasoft entities or where you may be required to work Overseas for any such Delasoft entities 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 Delasoft entities other than the salary and benefits specified in this offer letter or the salary and benefits that may be have been decided by Delasoft and communicated to you

During the period of this employment you should not 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.

## Private Information Policy -

You will be bound by the Delasoft Private Information Policy as described in Annex 1 for holding in confidence any trade secrets or confidential business and technical information of the Company or its clients.

## Intellectual Properties -

Additionally, you will also be bound by the Delasoft policy with respect to Intellectual Property as described in Annexure 3.

## Non-Competition -

In the event that you leave the Company either initiated by yourself or the Company, you shall not recruit any employee from the Company for a period of 12 months commencing the last day of your employment with the Company.

## Governing Law -

The terms and conditions as stipulated above shall be interpreted in accordance with the laws of India. In the event of any dispute, the parties shall submit to the exclusive jurisdiction of the Courts of India.

In addition to above you will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter. The same are avallable on HR guidelines document and you are expected to go through the same carefully. For clarification, if any, regarding these instructions/rules/policies please get in touch with HR Department

## Training related Service agreements (IF Applicable):

During the tenure of your employment, the company may incur training/ certification expenses on you. In the event you leave our services within a period of 12 months from the date of training/ certification, you will be required to reimburse the entire training costs including any travel costs related to the training. Depending on the expenses involved, you may also be required to sign a service agreement with the company for a specific period, which will be indicated to you at that time.

## Retirement -

Signature and Name, Date


Page 4

You will retire on the last day of the month in which you complete sixty years of age.

## Notice Period/Termination -

This contract of employment between you and the Company may be terminated by either party by giving 90 days' notice or gross 3 months' salary in leu thereof However release from the services of the Company will be subject to satisfactory handover of the responsibilities assigned to you.

In the event of wilful neglect or breach of any of the terms hereof or refusal on your par: to carry out the lawful instructions of any member of the Company or being guilty of misconduct the Company may terminate your employment forthwith without notice
t accept the offer and confirm that there are no other commitments made during the hiring process other than those specified in the offer letter (example: on site opportunity. compensation. promotion and salary ike)
l accept the offer but would like to mention that the following discussions have been had during the hiring process

## (Please mention commitments:

In case there is any commitment please send a mail across to the recruiter covering: the same in 48 hrs, of receipt of this offer and bring the recruiter acknowledgement at the date of joining.

## Mr. Nuneti Cai Kumar

we believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest. We look forward to having you join Delasoft PVt. Ltd. Please do not herstate to contact me if you need any further assistance.

## We look forward to having you in Delasoft team.

Yours Sincerely, For Delasoft Pvt Ltd


HR Dep:

## Mr. Nuneti Cai Kumar

Trainee Software Developer

Signature and Name, Date


Target annual compensation from Delasoft India Pvt Ltd. Rs. 294000

| Monthly Components | Per Month | Annualized |
| :--- | ---: | ---: |
| Basic | 14500 | 174000 |
| House Rent Allowance | 5800 | 69600 |
| Medical Reimbursement | 0 | 0 |
| Conveyance Allowance | 0 | 0 |
| Flexi-plan* | 4200 | 50400 |
| Special Allowance/Other allowances | 24500 | 294000 |
|  |  | 1740 |
| Gross monthly salary | 0 | 20880 |
| PF per month |  | 0 |
| Gratuity (accrual only) |  |  |
| Total Fixed Compensation |  |  |
| Performance Bonus** |  |  |
| Total Cash Compensation |  |  |
| Benefits |  |  |
| Medical claim Insurance |  |  |
| Personal Accident Insurance |  |  |
| Total Benefits |  |  |
| Total Cost to Company |  | 0 |

## ANNEXURE 1 PRIVATE INFORMATION

## The employee agrees with Delasoft that:

The work for which I am employed is and will be of a private nature, and in connection with the performance of my services on behalf of Delasoft, its subsidiaries and affiliates (together with their predecessors and successors, the Company), the Company may make available to me information of a private nature as to the Company and the Company clients and prospective clients business, strategies, methodologies, operations, technologies (including computer software), financial affairs, organizational and personnel matters, policies, procedures, trade secrets, programs, operations, clients, prospective clients, employees and other non-public matters, including those concerning third parties (Private Information).

I agree that I will receive in strict confidence all such Private Information belonging to the Company or to its clients or prospective clients. I further agree to use my best efforts to maintain and to assist the Company in maintaining the confidentiality of all such Private Information, and to prevent it from coming into unauthorized hands.

## The employee further agrees that:

1. I will neither copy nor distribute any material or other information constituting Private information which comes into my possession as result of my employment by the Company, other than for the Company use;
II. I will not during the period of employment by the Company nor at any time thereafter. directly or indirectly, disclose to others and/or use for my own benefit or for the benefit of others, Private Information acquired by me during the period of my employment, except to the extent as may be reasonably necessary in the ordinary course of performing my duties as an employee of the Company;
III. I will not disclose to the Company or attempt to induce the Company to use any Private Information or material to which the Company is not entitled; which the Company is not entitled;
IV. Upon termination of my employment with the Company, I will return to the Company all materials and information that constitutes Private information and any copies thereof and certify to the Company that I no longer have any rights to such materials or information, and । will represent that the original and all copies of such materials and information have been returned to the Company.
V. I agree to abide by the ISMS policies and procedures as published by the organization from time to time. Further, I agree to abide by the Delasoft Code of Business Ethics, to the extent applicable under the law, in all my actions and dealings in Delasoft.

Signature and Name, Date

## ANNEXURE 2

## COVENANT

## a) The employee agrees that:

## I will not-

(1) for a period of one year after the termination of this agreement, directly or indirectly solicit to provide or provide any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving. the Company and for whom I provide any service as an employee of the Company during the five years prior to my leaving,
(2) for a period of eighteen months after the termination of this agreement directly or indirectly, without the prior written consent of the Company, solicit for employment with myself or any firm or entity with which I am associated, any employee of the Company or otherwise disrupt, impair, damage, or interfere with the Company relationship with its employees; or
(3) upon the termination of my employment remove, retain, copy, or utilize any confidential. privileged or proprietary information, trade secrets, or other property of the Company. including but not limited to manuals, software, data, files, client lists or materials, or other data, publications or materials. The non-compete provisions of this paragraph will not apply to a client of the Company or any predecessor of the Company for whom I performed services or with whom I had significant profescional contact prior to joining the Company. If the Company requests me to terminate my relationship with the Company, the non-compete provisions of this paragraph will not apply to me with respect to those clients of the Company, if any, as to which the Company and I reach mutual agreement.
(b) The employee and the Company acknowledge and agree that the duration and geographic scope of the covenants contained in paragraph (a) are fair and reasonable. Accoromgly, the employee and the Company agree that, in the event that any of the covenants contained in paragraph (a) are neverthe less determined by a court or arbitration body to be unenforceabie because of the duration or geographic scope thereof, the arbitration body or cour 1 making such determination may reduce such duration and/or scope to the extent necessary to enable such arbitration body or court to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

## ANNEXURE 3

## INTELLECTUAL PROPERTY

## Following is a statement of the Company's policy with respect to intellectual property:

Except as otherwise may be agreed by the Company in writing, in consideration of the employment of the employee by the Company, and free of any additional obligations of the Company to make additional payment to the employee, the employee agrees to irrevocably assign to the Company any and all inventions, software, manuscripts, documentation, improvements or other intellectual property, whether or not protectable by any national or state laws relating to the protection of intellectual property, relating to the present or future business of the Company that are developed by the employee prior to the termination of his/her employment with the Company, either alone or jointly with others, and whether or not developed during normal business hours or arising in the scope of his/her duties of employment.

The employee agrees that all such inventions, software, manuscripts, documentation, improvement or other intellectual property shall be and remain the sole and exclusive property of the Company. The employee hereby agrees to execute such assignments and other documents as the Company may consider appropriate to vest all right, title and interest therein to the Company. This provision does not apply to an invention for which no equipment, supplies, facility, or trade secret information of the
Company was used and which was developed entirely on the employee own time, unless
(a) The invention relates

1. directly to the business of the Company or
2. to the Company actual or demonstrably anticipated research or development of
(b) The invention results from any work performed by the employee for the Company.

The employee agrees that all services performed by the employee for the Company shall be the original work of the employee and shall not incorporate any third party materials or work in which the employee or any third party asserts an ownership interest without the express written consent of the Company.

7-1-618/ATC. Flat No. 706. 7th Floor, Aditya Trade Centre, Ameerpet, Hyderabad - 500038. Ph: 040-2373 0040 www.delasoft.com

## OFFER LETTER


#### Abstract

12 feb 20 Name


## Mr. P Lokesh

Hyderabad

## Mr. P Lokesh

We are pleased to confirm our offer of employment to you as Trainee Software Developer with Delasoft Pvt.Ltd (the Company), starting $12^{\text {th }}$ FEB 2020 and will be promoted to Software Developer starting from $1^{x}$ June 2020 as per the details given.

At Delasoft, 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 pals we value your abilities and believe you will find our work environment to be challenging and fulfilling

## Level!

You will be hired as Trainee Software Developer

## Confidentiality

This is a highly Confidential and Private document You are to maintain the confidentially and ensure that the details of your offer are not shared with anyone outside of the Human Resource Team of Delasoft Sharing the details of your offer with others would imply a breach of confidentiality and could invite suitable disciplinary action

## Compensation

Your target annual salary will be Rs. 294000. (Rupees Two Lakhs Ninty Four Thousand only) applicable from 01" June 2020. The breakup of your target annual salary is attached along with this letter.

## Provident Fund -

You will be covered under Delasoft Put. Ltd Employees' Provident
Fund scheme wherein, the Company will match your annual contribution of $12 \%$ of your annual base Salary. Your contribution and the Company's contribution are a part of the above package.

Signature and Name, Date


## Gratuity -

On completion of five years of service with the Company you will be eligible for gratuity as per the Payment of Gratuity Act. This amount will accrue to your account annually. The amount towards gratuity accrual is also a part of the above package.

## Other Benefits

In addition to the above you will be eligible for the following benefits:

## Medical Insurance -

In accordance with the Company policy you and your immediate family ịie. spouse and unmarried dependent children) will be covered under our Medical Insurance plan

## Annual Leave/Public Holidays -

You will be eligible for Two weeks of vacation (12 Days), One week of sick leave (5days) and 8 public holidays. Please refer to the Company's Leave Policy for further details in this regard.

In case you absent yourself from duty continuously, without prior authorization, for 10 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 the contract of employment by you.

In such circumstances, the Management will have the discretion of (a) adjusting salary against the notice period of such abandonment (b) presume that you have voluntarily abandoned the services of the company and strike off your name from the rolls of the Company.

## Salary Payment -

The cutoff date for payroll processing is last day of every month. The performance appraisal and salary revision will be subject to Delasoft Policy.

## Salary Revisions-

.Our performance year is January 01 to December 31 of each year. Based on your performance your target annual salary will be reviewed annually and adjusted (merit increase) in January each year.

## Personal Taxes -

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Wherever PAN is not produced, as per section 206AA, for the purposes of TDS, the higher of the rates (rates in force or $20 \%$ ) will apply to all amounts on which tax is deductible under Chapter XVIIIB of the Act. Chapter XVIIB commences with section 192 (deduction of tax from salary payments). Therefore, section 206AA will also apply to section 192 TDS.

## Conditions of Hire

Your employment will be subject to the following pre-conditions:

1. You have to sign a bond for two years if you break the bond in two years you have to face the consequences.
2. At the time of joining you have to submit your original certificates of SSC, inter/Dipioma ane graduation.
3. You obtain a clear discharge from your present employer (as defined in aa and 4 below)
4. You fill the complete Back ground verification link given along with the welcome mail of the offer.
5. You submit the following mandatory documents before the date of joining.
a) Resignation acceptance letter from HR of current company with Last Working Day Mentioned. (Reliving letter if available at joining date is also acceptable)
b) Relieving letter of previous company
c) Highest Degree/Provisional Certificate and Final year Mark sheet
d) Complete IRF (Information Request Form) and BV (Back Ground Verification) form.
6. You are required to bring the experience / relieving letter from your Last employer on your date of Joining. In case you do not have the same, you may submit to Delasoft on your date of joining; the Relieving letter approved by your last employer HR with the last working day mentioned. But do note that the experience letter should be submitted to Delas of HR not later than 14 days of your joining. In the event the document are not received within aforesaid period Delasoft reserves to take disciplinary actions which inter alia include termination from service without notice.
7. Your employee verification check conducted by Delasoft India is cleared.

All appointments are based on the information furnished by you in your employment application and all further declarations and undertakings. Hence, any false statement or information furnished as above will lead to your dismissal without notice.

Please note that your Full name mentioned in this offer letter will be used to create your employee records in Delasoft and the same will be used for all communication purpose as well. In case you need a change in your name, please contact your recruiter before DOJ and inform him/her about the same. The Full name provided by you should be consistent with valid documents submitted by you, such as Education certificate, Experience Letters, Relieving Letters, PAN card, Passport and Marriage Certificate.

You hereby warrant 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 the duties of your employment.

You also warrant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement between you and any third party and that the Company will in no way be concerned with such liabilities. You will at all times maintain your ability to be
employed in India and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the employer informed.

Regardless of any secondment to any other Delasoft entities or where you may be required to work Overseas for any such Delasoft entities 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 Delasoft entities other than the salary and benefits specified in this offer letter or the salary and benefits that may be have been decided by Delasoft and communicated to you.

During the period of this employment you should not 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.

## Private Information Policy -

You will be bound by the Delasoft Private Information Policy as described in Annex 1 for holding in confidence any trade secrets or confidential business and technical information of the Company or its clients.

## Intellectual Properties -

Additionally, you will also be bound by the Delasoft policy with respect to intellectual Property as described in Annexure 3.

## Non-Competition -

In the event that you leave the Company either initiated by yourself or the Company, you shall not recruit any employee from the Company for a period of 12 months commencing the last day of your employment with the Company.

## Governing Law -

The terms and conditions as stipulated above shall be interpreted in accordance with the laws of India. In the event of any dispute, the parties shall submit to the exclusive jurisdiction of the Courts of India.

In addition to above you will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter. The same are available on $H R$ guidelines document and you are expected to go through the same carefully. For clarification, if any, regarding these instructions/rules/policies please get in touch with HR Department

## Training related Service agreements (IF Applicable):

During the tenure of your employment, the company may incur training/ certification expenses on you. In the event you leave our services within a period of 12 months from the date of training/ certification, you will be required to reimburse the entire training costs including, any travel costs related to the training. Depending on the expenses involved, you may also be required to sign a service agreement with the company for a specific period, which will be indicated to you at that time.

## Retirement -

Signature and Name, Date


You will retire on the last day of the month in which you complete sixty years af age.

## Notice Period/Termination -

This contract of employment between you and the Company may be terminated by either party by giving 90 days' notice or gross 3 months' salary in lieu thereof. However release from the services of the Company will be subject to satisfactory handover of the responsibilities assigned to you.

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 member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice.
l accept the offer and confirm that there are no other commitments made dunning the hiring process other than those specified in the offer letter (example: on site opportunity. compensation, promotion and salary ike)

I accept the offer but would like to mention that the following discussions have been had during the hiring process
(Please mention commitments:

In case there is any commitment please send a mail across to the recruiter covering the same in 48 hrs, of receipt of this offer and bring the recruiter acknowledgement at the date of joining.

## Mr. P Lokesh

. We believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest. We look forward to having you join Delasoft Put. Ltd. Please do not hesitate to contact me if you need any further assistance.

We look forward to having you in Delasoft team.
Yours Sincerely.
For Delasoft Pvt Ltd


HR Dept

## Mr. P Lokesh

Trainee Software Developer

Signature and Name, Date


Target annual compensation from Delasoft India Pvt Ltd.
Rs. 294000

| Monthly Components | Per Month | Annualized |
| :--- | ---: | ---: |
| Basic | 14500 | 174000 |
| House Rent Allowance | 5800 | 69600 |
| Medical Reimbursement | 0 | 0 |
| Conveyance Allowance | 0 | 0 |
| Flexi-plan* |  |  |
| Special Allowance/Other allowances | 4200 | 50400 |
|  | 24500 | 294000 |
| Gross monthly salary |  | 1740 |
| PF per month | 0 | 20880 |
| Gratuity (accrual only) |  | 0 |
| Total Fixed Compensation |  |  |
| Performance Bonus** |  |  |
|  |  |  |
| Total Cash Compensation |  |  |
|  |  |  |
| Benefits |  |  |
| Medical claim Insurance |  |  |
| Personal Accident Insurance |  |  |
| Total Benefits |  |  |
| Total Cost to Company |  |  |

## ANNEXURE 1 <br> PRIVATE INFORMATION

## The employee agrees with Delasoft that:

The work for which I am employed is and will be of a private nature, and in connection with the performance of my services on behalf of Delasoft, its subsidiaries and affiliates (together with their predecessors and successors, the Company), the Company may make available to me information of a private nature as to the Company and the Company clients and prospective clients business, strategies, methodologies, operations, technologies (including computer software), financial affairs, organizational and personnel matters, policies, procedures, trade secrets, programs, operations, clients, prospective clients, employees and other non-public matters, including those concerning third parties (Private Information).

I agree that I will receive in strict confidence all such Private Information belonging to the Company or to its clients or prospective clients. I further agree to use my best efforts to maintain and to assist the Company in maintaining the confidentiality of all such Private Information, and to prevent it from coming into unauthorized hands.

## The employee further agrees that:

1. I will neither copy nor distribute any material or other information constituting Private Information which comes into my possession as result of my employment by the Company, other than for the Company use;
II. I will not during the period of employment by the Company nor at any time thereafter. directly or indirectly, disclose to others and/or use for my own benefit or for the benefit of others, Private Information acquired by me during the period of my employment, except to the extent as may be reasonably necessary in the ordinary course of performing my duties as an employee of the Company;
III. I will not disclose to the Company or attempt to induce the Company to use any Private Information or material to which the Company is not entitled; which the Company is not entitled;
IV. Upon termination of my employment with the Company, I will return to the Company all materials and information that constitutes Private information and any copies thereof and certify to the Company that I no longer have any rights to such materials or information, and ) will represent that the original and all copies of such materials and information have been returned to the Company.
V. I agree to abide by the ISMS policies and procedures as published by the organization from time to time. Further, I agree to abide by the Delasoft Code of Business Ethics, to the extent applicable under the law, in all my actions and dealings in Delasoft.

Signature and Name, Date


## ANNEXURE 2

## COVENANT

## a) The employee agrees that:

## I will not-

(1) for a period of one year after the termination of this agreement, directly or indirectly solicit to provide or provide any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Company and for whom I provide any service as an employee of the Company during the five years prior to my leaving,
(2) for a period of eighteen months after the termination of this agreement directly or indirectly, without the prior written consent of the Company, solicit for employment with myself or any firm or entity with which I am associated, any employee of the Company or otherwise disrupt, impair, damage, or interfere with the Company relationship with its employees; or
(3) upon the termination of my employment remove, retain, copy, or utilize any confidential privileged or proprietary information, trade secrets, or other property of the Company. including but not limited to manuals, software, data, files, client lists or materials, or other data, publications or materials. The non-compete provisions of this paragraph will not apply to a client of the Company or any predecessor of the Company for whom I performed services or with whom I had significant professional contact prior to joining the Company. If the Company requests me to terminate my relationship with the Company, the non-compete provisions of this paragraph will not apply to me with respect to those clients of the Company, if any, as to which the Company and I reach mutual agreement.
(b) The employee and the Company acknowledge and agree that the duration and geographic scope of the covenants contained in paragraph (a) are fair and reasonable. Accordingiy, the employee and the Company agree that, in the event that any of the covenants contained in paragraph (a) are neverthe less determined by a court or arbitration body to be unenforceabie because of the duration or geographic scope thereof, the arbitration body or cour 1 making such determination may reduce such duration and/or scope to the extent necessary to enable such arbitration body or court to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.


## ANNEXURE 3

## INTELLECTUAL PROPERTY

## Following is a statement of the Company's policy with respect to intellectual property:

Except as otherwise may be agreed by the Company in writing, in consideration of the employment of the employee by the Company, and free of any additional obligations of the Company to make additional payment to the employee, the employee agrees to irrevocably assign to the Company any and all inventions, software, manuscripts, documentation, improvements or other intellectual property, whether or not protectable by any national or state laws relating to the protection of intellectual property, relating to the present or future business of the Company that are developed by the employee prior to the termination of his/her employment with the Company, either alone or jointly with others, and whether or not developed during normal business hours or arising in the scope of his/her duties of employment

The employee agrees that all such inventions, software, manuscripts, documentation, improvement or other intellectual property shall be and remain the sole and exclusive property of the Company. The employee hereby agrees to execute such assignments and other documents as the Company may consider appropriate to vest all right, title and interest therein to the Company This provision does not apply to an invention for which no equipment, supplies, facility, or trade secret information of the
Company was used and which was developed entirely on the employee own time, unless
(a) The invention relates

1. directly to the business of the Company or
2. to the Company actual or demonstrably anticipated research or development o
(b) The invention results from any work performed by the employee for the Company.

The employee agrees that all services performed by the employee for the Company shall be the original work of the employee and shall not incorporate any third party materials or work in which the employee or any third party asserts an ownership interest without the express written consent of the Company.

## Sub: Letter of offer- Reg.

## Dear V Jyoshna,

With reference to the discussions, we had with you, we, on behalf of Tripod Technologies are pleased tooffer you the position of "Software Engineer"and invite you to join Tripod Technologies family.

Your Cost to the Company (CTC)would beRs. 2, 00,000 (Two Lakhs Oniy)Per annum.
The allowances, benefits and other terms and conditions of your employment will be as per Company policiesas applicable from time to time.Your compensation will be reviewed in future as per Company policy.

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

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before $25-08$-202 0in line withdiscussion with you, otherwise this offer will stand withdrawn automatically.

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

Again, congratulations and welcome to the Tripod Technologies family.
Thanking You.
For Tripod Technologies


Varun Teja
Human Resources


Avanthi Institute of Eng. \& Tech
-Guntihapally (M). Abdullanurmet Med II R. . . Dist

## Tripod Technologies

## Sub: Letter of offer- Reg.

## Dear U Sarika,

With reference to the discussions, we had with you, we, on behalf of Tripod Technologies are pleased tooffer you the position of "Software Engineer"and invite you to join Tripod Technologies family.

Your Cost to the Company (CTC)would beRs. 2, 00,000 (Two Lakhs Oniy)Per annum.
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Thanking You.
For Tripod Technologies


Varun Teja
Human Resources


PRINCIPAL
Avanthi Institute of Engg. \& Tech
Guntihapally (V). Abdullapurmet (MdI) R.R.Dist

## Sub: Letter of offer- Reg.

## Dear G Si Kiran,

With reference to the discussions, we had with you, we, on behalf of Tripod Technologies are pleased tooffer you the position of "Software Engineer"and invite you to join Tripod Technologies family.

Your Cost to the Company (CTC)would beRt. 2, 00,000 (Two Lakhs Oniy)Per annum.
The allowances, benefits and other terms and conditions of your employment will be as per Company policiesas applicable from time to time.Your compensation will be reviewed in future as per Company policy.

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

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 25-08-2020in line withdiscussion with you, otherwise this offer will stand withdrawn automatically.

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

Again, congratulations and welcome to the Tripod Technologies family.
Thanking You.
For Tripod Technologies


Varun Teja
Human Resources

## Sub: Letter of offer- Reg.

## Dear Parvathaneni Sandeep,

With reference to the discussions, we had with you, we, on behalf of Tripod Technologies are pleased to offer you the position of "Software Engineer" and invite you to join Tripod Technologies family.

Your Cost to the Company (CTC) would be Rs. 2, 00,000 (Two Lakhs Only) Per annum.
The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

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

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 25-08-2020 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

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

Again, congratulations and welcome to the Tripod Technologies family.
Thanking You.
For Tripod Technologies


Varun Teja
Human Resources


## Sub: Letter of offer- Reg.

## Dear Peraveni Si Krishna,

With reference to the discussions, we had with you, we, on behalf of Tripod Technologies are pleased to offer you the position of "Software Engineer" and invite you to join Tripod Technologies family.

Your Cost to the Company (CTC) would be Rs. 2, 00,000 (Two Lakhs Only) Per annum.
The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

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

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 25-08-2020 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

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

Again, congratulations and welcome to the Tripod Technologies family.
Thanking You.
For Tripod Technologies


Varus Teja
Human Resources


## Tripod Technologies

## Sub: Letter of offer- Reg.

## Dear Ponnam Maneeshwar,

With reference to the discussions, we had with you, we, on behalf of Tripod Technologies are pleased to offer you the position of "Software Engineer" and invite you to join Tripod Technologies family.

Your Cost to the Company (CTC) would be Rs. 2, 00,000 (Two Lakhs Only) Per annum.
The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

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

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 25-08-2020 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

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Again, congratulations and welcome to the Tripod Technologies family.
Thanking You.
For Tripod Technologies


Varun Teja<br>Human Resources










Ghana Sudha
Flat No: 148, Krishnaveni Towers, Road No : 5,
Bandlaguda, Hyderabad, Telangana (500048)

## Sub: Offer and Appointment Letter

## Dear Ghana Sudha,

Congratulations! With reference to the interviews conducted by HCL TECH LTD. - IOMC ("HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.
This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.
You are requested to join us on December 17, 2020 at 9:00 A.M at the following address, Noida-Sec-60, A8-9. Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our infrastructure and BPO divisions, HCL Axon etc. In line
 IOMC. Your growth in this organization will be in line with your capabilities.

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

Your Total Compensation will be INR 3.5 Lass per annum outlined in Annexure I.
You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

You will be required to sign a service agreement along with a surety amount of INR $\mathbf{1 . 2 5}$ Lakhs in terms of which you also bind yourself to serve the company for a period of at least of $\mathbf{2 4}$ months from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

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


Avanthi Institute of Engg. \& Tech.
Gunimhanally M. Adoullapumet (Moll.), R.R. Dist
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V. Man are
Signature of Employee:


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Offer Release Date December 15, 2020

## Vanja Manasa

Flat No:114,Aksaya Castle,Rd Number4, Bandari Layout, Vasanth Nagar,Nizampet, Hyderabad, Telangana, India, 500090

## Sub: Offer and Appointment Letter

## Dear Vanja Manasa,

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

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

You are requested to join us on December 17, 2020 at 9:00 A.M at the following address, Noida-Sec-60, A8-9. Your joining would be subject to successful completion and compliance with the pre-joining requirements as aplicable.

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

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

Your Total Compensation will be INR 3.5 Lacs per annum outlined in Annexure I.

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

You will be required to sign a service agreement along with a surety amount of INR 1.25 Lakhs in terms of which you also bind yourself to serve the company for a period of at least of $\mathbf{2 4}$ months from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

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

PRINCIPAL
Avanthi Institute of Engg. \& Tech Gunthapally ( $V$ ), Abdullapurmet (Mdl), R.R. Dist.








## Vemula Tejaswi

Flat No: 205, Padhmaja Apartments, Road No : 8,
Manikonda, Hyderabad, Telangana (500008)

## Sub: Offer and Appointment Letter

## Dear Vemula Tejaswi,

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

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.
You are requested to join us on December 17, 2020 at 9:00 A.M at the following address, Noida-Sec-60, A8-9. Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the sam IOMC. Your growth in this organization will be in line with your capabilities.

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

Your Total Compensation will be INR 3.5 Lacs per annum outlined in Annexure I.
You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

You will be required to sign a service agreement along with a surety amount of INR $\mathbf{1 . 2 5}$ Lakhs in terms of which you also bind yourself to serve the company for a period of at least of $\mathbf{2 4}$ months from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

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

Date: jun 20, 2020
Offer No : 1083432

## FIXED TERM EMPLOYMENT CONTRACT

## Dear Krishna Chaitanya

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

in the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:



The company reserves the right to have your back ground verified glitecty or Eng thong h and outside Avaninilily abduhanume
Gunithapally M.

Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card


Here's wishing you the very best in your assignment with us and as a token of your understanding
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



Tej Hans Raj Singh
Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. ! have received SPR's Associate Manual! and I sha!! abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature:

Place: $\qquad$ Date: $\qquad$


PRINCIPAL
Avanthi Institute of Engr. \& Tech
Guntihapally (V). Abdullapurmet (MAI) R.R.Dist

Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Date: jun 20, 2020
Offer No : 1083434

## FIXED TERM EMPLOYMENT CONTRACT

## Dear Bandarupalli Krishnakanth

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you wild heldeputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting

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Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

in the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:

The company reserves the right to have your back groyndipquideldifety of tprehgh an outside
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card


Here's wishing you the very best in your assignment with us and as a token of your understanding
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



## Tej Hans Raj Singh

Vice President-Operations | Staffing
I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SPR's Associate Manual! and I shall! abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$
Place: $\qquad$ Date: $\qquad$

Date: jun 20, 2020
Offer No : 1083435

## FIXED TERM EMPLOYMENT CONTRACT

## Dear Gogikar Murali Sai

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shal! inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance wilh be maintained by the Reporting

Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xediathospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:

The company reserves the right to have your back ground veppind WidiNety or twirberh an outside
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card


Here's wishing you the very best in your assignment with us and as a token of your understanding
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,
For SPR Human Capital Solutions


Tej Hans Raj Singh
Vice President-Operations | Staffing
I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. ! have received SPR's Associate Manua! and ! shal! abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$

Place: $\qquad$ ....

Date: $\qquad$

Date: jun 20, 2020
Offer No : 1083440

## FIXED TERM EMPLOYMENT CONTRACT

## Dear Nikhil Bharadwaj

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shal! inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maphithed by the Reperting

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Plot No: 51, Electronics extension complex, ECIL Cross Roads, bespidexeenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

in the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or $\ddagger$ 蜢qugh an outside
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions

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## Tej Hans Raj Singh

Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. ! have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$

Place: $\qquad$

Signature:

Date: $\qquad$

Institute of Engg. \& Tech Avanthi Institute of Engg. \& IM. Dist
Guntihapally $(V)$. Abdullapurme (Md) R.R.

Date: jun 20, 2020
Offer No : 1083442

## FIXED TERM EMPLOYMENT CONTRACT

## Dear P Uday Kumar

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shal! inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be majntained by the Reporting


Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospitatere Nobth Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana $500062^{2}$

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified direqhel|tGhrouth an optesikle
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card

Avanthi Institute of Engg. \& Tech
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions

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## Tej Hans Raj Singh

Vice President-Operations | Staffing
I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. ! have received SPR's Associate Manual and ! shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$
Place: $\qquad$ Date: $\qquad$

Date: jun 20, 2020
Offer No : 1083444

## FIXED TERM EMPLOYMENT CONTRACT

## Dear Yerram Maniraj

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall! inform you in writing of the extension requirements.

## WORKING HOURS:

You will foll thPINCIPAL
 shifts, based on the client's requirement. Your attendance will batminnstitited


Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

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However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

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## CODE OF CONDUCT:

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## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

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## BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified idretitutorathroug ${ }^{\circ}$ \& . . . Ditside
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

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## RULES AND REGULATIONS:

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## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

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## DEEMED CANCELLATION OF CONTRACT:

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5. Address Proof
6. 5 passport size photographs
7. PAN card

8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



Ted Hans Raj Singh
Vice President-Operations | Staffing
I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$
Place: $\qquad$ Date: $\qquad$


Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Date: jun 20, 2020
Offer No : 1083445

## FIXED TERM EMPLOYMENT CONTRACT

Dear V Shiva Kumar

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

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## WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting

Officer of the client，which needs to be mandatorily sent to the contact person at SPR within the cut－ off date as mutually agreed for pay－roll processing．

## TERMINATION \＆SUSPENSION：

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment，if there are any dues owing from you to the Company，the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment．

During the tenure of your Contract，any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with，SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing．SPR reserves all such right to withheld full or a portion of your salary during such suspension period．

## NOTICE PERIOD：

in the eventuality if you wish to separate from the organization you will need to give 15 day＇s notice in writing．The Contract can be terminated at the discretion of SPR subject to 15 day＇s notice．

However due to breach of code of conduct，misbehavior or indiscipline etc，then in such cases，SPR will have／reserve rights to terminate immediately without giving notice period．

## INDEMNITY：

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property．

## CODE OF CONDUCT：

You shall not engage in any act subversive of discipline in the course of your duty／ies for the Client either within the Client＇s organization or outside it，and if you were at any time found indulging in such act／s，the Company shall reserve the right to initiate disciplinary action as is deemed fit against you．

## HOLIDAYS：

You will be entitled to paid holidays in a year as notified by the company from time to time．

## ADDRESS FOR COMMUNICATION：

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company．The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely．In the event there is a change in your address，you shall inform the same in writing to the Management and that shall be the address last furnished by you，shall be deemed to be sufficient for communication and shall be deemed to be effective on you．

## BACKGROUND VERIFICATION：



The company reserves the right to have your back ground v申用勆Qlifetly or through an outside
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card


Here's wishing you the very best in your assignment with us and as a token of your understanding
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



Tej Hans Raj Singh
Vice President-Operations | Staffing
I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. ! have received SPR's Associate Manual! and I shall! abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$

Date: $\qquad$
Place: $\qquad$

Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Date: jun 20, 2020
Offer No : 1083447

## FIXED TERM EMPLOYMENT CONTRACT

## Dear Singaboina Chandrasekhar

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR sha!! inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may havesto work on shifts, based on the client's requirement. Your attendance willibenchantained by maitRRepiofting Guntinapally $(V)$. Abduthapurin

Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

in the eventuality if you wish to separate from the organization you wili need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verifpeRtifedrfidr through an outside
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

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## OTHER TERMS OF CONTRACT:

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## JURISDICTION:

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## DEEMED CANCELLATION OF CONTRACT:

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You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card

Avanthi Institute of Engg. \& Tech
Guntihapally (V. Aboullapurme (Mad) R.R.Dist
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions

hire.

## Tej Hans Raj Singh

Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. ! have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$

Signature:

Date: $\qquad$

Date: jun 20, 2020
Offer No : 1083449

## FIXED TERM EMPLOYMENT CONTRACT

## Dear Bathula Rajkumar

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR sha!! inform you in writing of the extension requirements.

## WORKING HOURS:



You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

in the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directy or thinough an Eqntgide \& R R Rist


Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenjathéspital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

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You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card

9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions

hidr.

## Tej Hans Raj Singh

Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. ! have received SPR's Associate Manua! and I shal! abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$

Place:
Date: $\qquad$


Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Date: jun 20, 2020
Offer No : 1083451

## FIXED TERM EMPLOYMENT CONTRACT

## Dear Putunuri Rohith

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed coptract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will be deputeqsivou mapnkide to work on shifts, based on the client's requirement. Your attendance wildat mairitamod by the Reporting

Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

in the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective onyour.

## BACKGROUND VERIFICATION:

Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

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## DEEMED CANCELLATION OF CONTRACT:

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You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



Tej Hans Raj Singh<br>Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. ! have received SPR's Associate Manual and I shal! abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$

Place: $\qquad$

Signature:

Date: $\qquad$

Date: jun 20, 2020
Offer No : 1083453

## FIXED TERM EMPLOYMENT CONTRACT

## Dear Guguloth Suraj

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR sha!! inform you in writing of the extension requifements

## WORKING HOURS:

You will follow the working hours of the client where youndilb he deputed. You , ay bave to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

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## INDEMNITY:

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## CODE OF CONDUCT:

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## HOLIDAYS:

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## BACKGROUND VERIFICATION:


agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

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## RULES AND REGULATIONS:

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## DEEMED CANCELLATION OF CONTRACT:

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8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



Tej Hans Raj Singh
Vice President-Operations | Staffing
I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. ! have received SPR's Associate Manual and I shal! abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$
Place: $\qquad$ Date: $\qquad$

## PRINCIPAL

Avanthi institute of Engg. \& Tech
Guntihapally (M). Abdulitanumat / Man an ani-

Date: jun 20, 2020
Offer No : 1083452

## FIXED TERM EMPLOYMENT CONTRACT

Dear Thatipally Vijaybhaskar
We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where yg4 wilpaileleputed-You may have to work on shifts, based on the client's requirement. Your attendance avildteonmagginadoy the Reporting Guntihapally (V). Abourllapume (MdI) R.R.Dist

Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

in the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:



Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,
For SPR Human Capital Solutions


Tej Hans Raj Singh
Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. ! have received SPR's Associate Manua! and ! shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$

Place: $\qquad$ Date: $\qquad$

Date: jun 20, 2020
Offer No : 1083454

## FIXED TERM EMPLOYMENT CONTRACT

## Dear S Harish

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance yiplifppottained by the Reporting

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

in the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verifincipeaty or through an outside
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card


Here's wishing you the very best in your assignment withussiand astithtak of ong. \& Tech Guntihapally (M). Abdullapurmet

Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



Ted Hans Raj Singh
Vice President-Operations | Staffing
I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. ! have received SPR's Associate Manual and ! shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$
Place: $\qquad$ Date: $\qquad$

Avanthi Institute of Enga. \& Tech

Date: jun 20, 2020
Offer No: 1083455

## FIXED TERM EMPLOYMENT CONTRACT

## Dear Makka Naveen

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where yourwill be deputed. You may have to work on shifts, based on the client's requirement. Your attendanc甲p/Wbemaintained byth the Reporting

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

in the eventuaiity if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly, or through an outside

Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card


Here's wishing you the very best in your assignmenawhithisstitute of Eng. \& Tech
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions <br> 

## Ted Hans Raj Singh

Vice President-Operations | Staffing
I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. ! have received SPR's Associate Manual! and ! sha!! abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$

Date: $\qquad$


PRINCIPAL Avanthi Institute of Engr. 8 Tech Guntihapally (V). Abdutlapurmet (Moil R.R.Disst

Date: jun 20, 2020
Offer No: 1083456

## FIXED TERM EMPLOYMENT CONTRACT

## Dear M Raven

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall! inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

in the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verffirdNripetthor through an outside Avanthi Institute of Engg. \& Tech
Guntihapally (V). Abdullapurmet (Mdl) R.R.Dist
Coss Roads, beside Xenia hospital, North
Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card


Here's wishing you the very best in your assignment with us and a tokep ofypurcunderstahding

Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



## Tej Hans Raj Singh

Vice President-Operations | Staffing
I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. ! have received SPR's Associate Manua! and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$

Date:
Place: $\qquad$


Avanthi Institute of Engg. \& Tech
Guntihapallv (V). Abdellanurmet (MAII R P oni:

Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Date: jun 20, 2020
Offer No : 1083457

## FIXED TERM EMPLOYMENT CONTRACT

Dear Beesu Chandu

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR sha!! inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will be depated. You may have towork on shifts, based on the client's requirement. Your attendance will be maintahed by the Reporting PRINCIPAL

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

in the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verifiedpainedNPAthrough an outside
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card


Here's wishing you the very best in your assignment with us and as a token of yatunggergtāeding Avanthi Institute of Eng ( Iddll R.R.Dist
Guntihapally (N). Abcullapume
Guntihapally (N). Abdullapurnet (MdXI) R.R.Dist
Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions

दhore.

## Tej Hans Raj Singh

Vice President-Operations | Staffing
I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. ! have received SPR's Associate Manua! and ! shal! abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$
Place:
Date: $\qquad$

Date: jun 20, 2020
Offer No : 1083458

## FIXED TERM EMPLOYMENT CONTRACT

## Dear Chityala Anand

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shal! inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will be depytd Capthy have to work on shifts, based on the client's requirement. Your attendance will be hantained by the Eeporting

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

in the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shal be deemed to obe fefefivive onyyur $\rightarrow$

## BACKGROUND VERIFICATION:

 Guntihapally (V). Abdurlapurmet (MdI) R.R.Distagency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card


Here's wishing you the very best in your assignment with us and as atakenfof ygyr gnfeetranding Avanthi Ins fitute of Eifgg. Q R R R Dist
Guntihapally M. Abdulapurme (MdI) R.
Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,
For SPR Human Capital Solutions


## Tej Hans Raj Singh

Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. ! have received SPR's Associate Manual! and ! shall! abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$

Place: $\qquad$

Date: $\qquad$

## FIXED TERM EMPLOYMENT CONTRACT

Dear Punnuri Rajinikanth,

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:



You will follow the working hours of the client where you will be deputed. Yodmaybive to work on shifts, based on the client's requirement. Your attendance will be paintained by the Reporting

Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you,shall be deemed to be sufficient for communication and shall be deemed to be effectiven you.

## BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

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You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

## \%1 1. Educational Certificates

2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card


Here's wishing you the very best in your assignment with us and as a token of your understanding AV

Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



Tej Hans Raj Singh
Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$

Signature Date:
$\qquad$
Place: $\qquad$
$\qquad$


Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Offer No : 1083460

## FIXED TERM EMPLOYMENT CONTRACT

Dear R Naveen Kanna,
We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as
per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirep̂ents.

## WORKING HOURS:

You will follow the working hours of the client where you will be dephtadithe pillarah have to work on shifts, based on the client's requirement. Your attendance parlbermaintained by the Reporting

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on yok.

## BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directy Rer tho Eng dill R.R. Dist
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:
\%1 1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with usfahd as an tok your understanding
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



## Tej Hans Raj Singh

Vice President-Operations | Staffing
I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$

Signature:
Date:
$\qquad$
Place: $\qquad$
$\qquad$


Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Offer No : 1083461

## FIXED TERM EMPLOYMENT CONTRACT

Dear Ratan Rakesh Rao,
We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:

 shifts, based on the client's requirement. Your attendance will

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

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## NOTICE PERIOD:

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## INDEMNITY:

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## CODE OF CONDUCT:

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## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

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## BACKGROUND VERIFICATION:



[^14]Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

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## OTHER TERMS OF CONTRACT:

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## DEEMED CANCELLATION OF CONTRACT:

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You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

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2. Experience Letter / Relieving letter
3. Latest month pay slip
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5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us andas and aken of your understanding
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



Tej Hans Raj Singh
Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$

Signature
Date: $\qquad$
 Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Offer No: 1083462

## FIXED TERM EMPLOYMENT CONTRACT

## Dear Sandeep Gupta,

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on freshterms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements 2

## WORKING HOURS:

You will follow the working hours of the client where you will be depute shifts, based on the client's requirement. Your attendance will be flaintained by the Reporting

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:



Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

## \%1 1. Educational Certificates

2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with usyandnas ansinte of Engg. \& Tech. (Mdi), R.R. Dist Ks and an as and aken of your understanding
Guntinapaly

Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



Tej Hans Raj Singh
Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature $\qquad$
Place: $\qquad$ Date: $\qquad$


Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Offer No : 1083463

## FIXED TERM EMPLOYMENT CONTRACT

Dear Savili Pavankumar,
We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08,2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will bedeputed. You may haverdil R.R Dish shifts, based on the client's requirement Your attendance will Avantill berintainediby the Reporting
Gunthepaly
Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:




Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

## \%1 1. Educational Certificates

2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and agandok Institute of Engg. \& Tech. R.R. Dist. Guntihapally (VpA your understanding

Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



## Ted Hans Raj Singh

Vice President-Operations | Staffing
I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$
Place:
Date: $\qquad$


Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

## FIXED TERM EMPLOYMENT CONTRACT

Dear Syed Danish,
We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You manauveto warkedrn R.R. Dist. shifts, based on the client's requirement. Your attendance will be mainth maxhave to rewarkedon

[^15]Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

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## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:


Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

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## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:
\%1 1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



Ted Hans Raj Singh
Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name:
Signature: $\qquad$
Place:
Date: $\qquad$

## FIXED TERM EMPLOYMENT CONTRACT

## Dear Syed Rahman,

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will be deputed. Younnaiv- haverto ong (ndl), R.R shifts, based on the client's requirement. Your attendance will be mantained by the Reporting

Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or thifough of angaindile


Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Guntito Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

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## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

## \%1 1. Educational Certificates

2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card of fiverat understanding
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



Tej Hans Raj Singh
Vice President-Operations | Staffing
I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$
Signature:
Place: $\qquad$
Date:

Offer No : 1083469

## FIXED TERM EMPLOYMENT CONTRACT

Dear Ummadisetti Bharghav Sai Kumar,

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:

 shifts, based on the client's requirement. Your attendance will be maintained byethe to moprond. R.R. Dist.Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

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## NOTICE PERIOD:

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## INDEMNITY:

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## CODE OF CONDUCT:

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## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or thasiugh androtsidl.), R.R. Dist
Avanthl
Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

## \%1 1. Educational Certificates

2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a

and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



## Tej Hans Raj Singh

Vice President-Operations | Staffing
I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$
Place: $\qquad$ Date: $\qquad$

## FIXED TERM EMPLOYMENT CONTRACT

Dear Vanamala Sui Mani,

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will be deputed. Yourpay haver tag. \& Tech. shifts, based on the client's requirement. Your attendance will be maintainedube met ark 8 R.


Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:



[^16]Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenifa hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

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## RULES AND REGULATIONS:

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## OTHER TERMS OF CONTRACT:

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You shall report to work on Aug 082020 at the clients place.
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5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

PRNCl? Engg. \& Tech. Dist
Here's wishing you the very best in your assignment with us and as a token of fkoder ungeferstanding
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



## Tej Hans Raj Singh

Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$
Place: $\qquad$ Date: $\qquad$


Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Offer No: 1083472

## FIXED TERM EMPLOYMENT CONTRACT

## Dear Varla Rajashekar,

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will be deputed You may haveleo Engg.

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:


agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

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## DEEMED CANCELLATION OF CONTRACT:

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You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:
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2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding

and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



Te Hans Raj Singh
Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$
Place: $\qquad$ Date: $\qquad$

Date: jun 20, 2020
Offer No : 1083473

## FIXED TERM EMPLOYMENT CONTRACT

## Dear Yalamaddi Vamshi,

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will be depute gnu nayitive to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

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## BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or througheagh Eng. \& Tech. Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

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## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

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Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



Te Hans Raj Singh
Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged $\&$ accepted.

Name: $\qquad$ Signature: $\qquad$
Place: $\qquad$
Date: $\qquad$

## FIXED TERM EMPLOYMENT CONTRACT

## Dear Enukonda Harikrishan,

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

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## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

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## WORKING HOURS:

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Here's wishing you the very best in your assignment with us and as a tokennefyour undérstanding
Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



## Te Hans Raj Singh

Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$
Place: $\qquad$ Date: $\qquad$



Date: jun 20, 2020
Offer No : 1083475

## FIXED TERM EMPLOYMENT CONTRACT

Dear Indla Jayasurya,

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will be deputed. Youmax payeito warkind shifts, based on the client's requirement. Your attendance will be maintajadn dy, that héporting

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Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or princlpal orgugheaf oung. \&ech. Avanthi hroug a aral ontsinte.), R.R. C...tinamy Mabdulapun

Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:
\%1 1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of wiolur underystanging
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



Tej Hans Raj Singh
Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged $\&$ accepted.

Name: $\qquad$ Signature: $\qquad$
Place: $\qquad$ Date: $\qquad$

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## FIXED TERM EMPLOYMENT CONTRACT

Dear Thanda Kranthi Kumar,
We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the cent what Mou mavive tol $A$ \& Tech. shifts, based on the client's requirement. Your attendance will be maintained bive to work and shifts, based on the client's requirement. Your attendance will be maintained divthe Reperting
Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:

PRINCIPAL
\& Tech.
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.

You are requested to bring the following documents at the time of joining:

## \%1 1. Educational Certificates

2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of yogke Onderstanding
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



## Tej Hans Raj Singh

Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$

Signature

Date: $\qquad$
 Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Offer No: 1083478

## FIXED TERM EMPLOYMENT CONTRACT

Dear P Rajendar Reddy,

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You mary haze fo whetkil. in



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Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or andiough adingutside
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

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## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

## \%1 1. Educational Certificates

2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions

## Te Hans Raj Singh

Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$
Place: $\qquad$ Date: $\qquad$


Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

Date: jun 20, 2020
Offer No: 1083480

## FIXED TERM EMPLOYMENT CONTRACT

## Dear Om Sai Charan,

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08,2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You maydiave to work on shifts, based on the client's requirement. Your attendance will be maingavide by the Reporting

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:


agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.
You are requested to bring the following documents at the time of joining:

## \%1 1. Educational Certificates

2. Experience Letter / Relieving letter
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Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For SPR Human Capital Solutions


## Te Hans Raj Singh

Vice President-Operations | Staffing
I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$
Place: $\qquad$ Date: $\qquad$

Offer No: 1083482

## FIXED TERM EMPLOYMENT CONTRACT

## Dear A Saikumar Reddy,

We are pleased to offer you employment at SPR Human Capital for a fixed period of employment as per the following terms:

## DEPUTATION:

The terms of employment is exclusively with SPR, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 08, 2020 be deputed by SPR, to work at client's office / premises at any of their locations.

## TENURE:

The term of your Contract shall be valid from AUG 08, 2020 to AUG 07, 2021.

## COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

## LOCATION:

You are required to work at client's location at Hyderabad.

## POSITION:

You are appointed as OPERATION EXECUTIVE.

## REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

## EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till AUG 07, 2021 from the date of you joining SPR. This contract may be considered for an extension depending on the client and SPR's requirements. The extension of contract period would be considered on fresh terms as agreed between you and SPR through a separate mutually executed contract of employment. SPR shall inform you in writing of the extension requirements.

## WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You máy hayeva Wal shifts, based on the client's requirement. Your attendance will be maintained bl, the Reporatido

Officer of the client, which needs to be mandatorily sent to the contact person at SPR within the cutoff date as mutually agreed for pay-roll processing.

## TERMINATION \& SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SPR or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SPR reserves all such right to withheld full or a portion of your salary during such suspension period.

## NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of SPR subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, SPR will have / reserve rights to terminate immediately without giving notice period.

## INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

## CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

## HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

## ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

## BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through ian
agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

## RULES AND REGULATIONS:

You shall be bound by the Rules \& Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

## OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SPR (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

## JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Telangana and its subordinate Courts.

## DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining \& your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 082020 at the clients place.

You are requested to bring the following documents at the time of joining:
\%1 1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a tokengibour understanding
and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

## For SPR Human Capital Solutions



Tej Hans Raj Singh
Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SPR's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms \& conditions in this fixed term employment contract would be deemed as acknowledged \& accepted.

Name: $\qquad$ Signature: $\qquad$
Place: $\qquad$ Date: $\qquad$


Plot No: 51, Electronics extension complex, ECIL Cross Roads, beside Xenia hospital, North Kamala Nagar, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062

## Dear K Mahender,

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as ISRFC for a fixed period of employment ("Contract"), on the following terms and conditions.
1.The term of your employment shall be valid from 27-01-2019 to 26-01-2020. Notwithstanding this, in the event of project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be coterminus with the project/work.
2. You shall report to work on 27-01-2019 at 9.00 a.m. at THE HIMALAYA DRUG COMPANY, SRINAGAR (J\&K).
3. Details of your salary break up with components are as per the enclosure attached herewith.
4.This contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from 27-01 - 2019 be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amounts due, if any, shall be credited to your savings bank account opened for this purpose.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards, yours truly,

## Adecco India Pvt. Ltd. <br> Authorized Signatory <br> Enclosures: - (i) Compensation sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature:


## COMPENSATION SHEET

| Name | K Mahender |
| :--- | :--- |
| Designation | ISRFC |
| Compensation | Rs. Per Month |
|  | 10500.00 |
| BASIC SALARY | 2400.00 |
| CONVEYANCE | 3600.00 |
| HOUSE RENT ALLOWANCE | 12500.00 |
| SUB TOTAL (A) |  |
| OTHER EMPLOYER COSTS: - |  |
| EMPLOYER PF ADMIN CHARGES | 65.00 |
| EMPLOYER PROVIDENT FUND | 780.00 |
| EMPLOYER ESI | 594.00 |
| INSURANCE CONCURRENT | 33.00 |
| SUB TOTAL (B) | 1472.00 |
| COST OF COMPANY (A + B) | 13972.00 |
| OTHER EMPLOYEE COSTS: - |  |
| ESI | 219.00 |
| PROVIDENT FUND | 780.00 |
| SUB TOTAL OF DEDUCTIONS (C) | 999.00 |
| TAKE HOME (A) - (C) | 15501.00 |

Annual CTC: 2.6 Lacks
Authorized Signatory

## Adecco India Pvt.Ltd.

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\qquad$


## STANDARD TERMS OFEMPLOYMENT

## 1. VALIDITY TERM OF EMPLOYM ENT:

1.Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.
2.It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business
as the Company or otherwise. as the Company or otherwise.
3.You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
4. Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.
5. In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

## 2. COMPENSATION:

 applicable.2. You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.
3. You will be entitled to all other statutory benefits wherever applicable during the period of this Contract.

## 3. TERMINATION:

 Company or upon the lapse of term of emplosidentif there are any dues owing from you to the Company, the same may be adjusted agaffist any monies due to you by the Company on
account of salary, bonus or any other payment owed to you under the terms
of your employment.

## 4. DISCRETION:

1. Your employment is subject to you being certified medically fit by a registered medical practitioner
2.During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

## 5. DEPUTATION:

1.During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receiveany payments, either as fees, expenses, reimbursement or such other allowance, dire ctly from the Client to whose site you may be deputed.

## 6. RULES/POLICIES OF THE CLIENT:

1. In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned person(s).
2. You shall also abide by any training that may be offered to you by the Client.
3. You shall be bound to follow the working hours of the Client's organization.

## 7.NON -DISCLOSURE:

1. You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside theClient's organization and you shalluse such confidential Informationonly inconnection with the services provided by you to such Client.
2.Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

You are employed by the company on the express understandinghinat apl services provided by you whether at the Company site(s) or on deputation, arembing done on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of
any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favour of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

1. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of anysort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
2.Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.
2. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

## 10. INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.
We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our clients. We welcome your experience and skills to our term and expect your effort and talent to be a part of our growth and success.
You are requested to provide the following documents as mentioned in (1.3), within 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "FormF"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)


## Dear A Sowmya,

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as ISRFC for a fixed period of employment ("Contract"), on the following terms and conditions.

1. The term of your employment shall be valid from 27-01-2019 to 26-01-2020. Notwithstanding this, in the event of project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be coterminus with the project/work.
2. You shall report to work on 27 - 01 -2019 at 9.00 a.m. at THE HIMALAYA DRUG COMPANY, SRINAGAR (J\&K).
3. Details of your salary break up with components are as per the enclosure attached herewith.
4. This contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from 27-01 - 2019 be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amounts due, if any, shall be credited to your savings bank account opened for this purpose.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards, yours truly,

## Adecco India Pvt. Ltd.

Authorized Signatory
Enclosures: - (i) Compensation sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\qquad$

COMPENSATION SHEET

| Name | A Sowmya |
| :--- | :--- |
| Designation | ISRFC |
| Compensation | Rs. Per Month |
|  |  |
| BASIC SALARY | 10500.00 |
| CONVEYANCE | 2400.00 |
| HOUSE RENT ALLOWANCE | 3600.00 |
| SUB TOTAL (A) | 12500.00 |
| OTHER EMPLOYER COSTS: - |  |
| EMPLOYER PF ADMIN CHARGES | 65.00 |
| EMPLOYER PROVIDENT FUND | 780.00 |
| EMPLOYER ESI | 594.00 |
| INSURANCE CONCURRENT | 33.00 |
| SUB TOTAL (B) | 1472.00 |
| COST OF COMPANY (A + B) | 13972.00 |
| OTHER EMPLOYEE COSTS: - |  |
| ESI | 219.00 |
| PROVIDENT FUND | 780.00 |
| SUB TOTAL OF DEDUCTIONS (C) | 999.00 |
| TAKE HOME (A) - (C) | 15501.00 |

Annual CTC: 2.6 Lacks
Authorized Signatory

## Adecco India Pvt.Ltd..

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\qquad$

## STANDARD TERMS OFEMPLOYMENT

## 1. VALIDITY TERM OF EMPLOYM ENT:

1.Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.
2.It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.
3.You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
4.Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.
5. In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

## 2. COMPENSATION:

1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.
2. You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.
3. You will be entitled to all other statutory benefits wherever applicable during the period of this Contract.

## 3. TERMINATION:

1.At the time of termination of the employment due to termaraion lay elther you or the Company or upon the lapse of term of employment, if there aresrany dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on
account of salary, bonus or any other payment owed to you under the terms of your employment.

## 4. DISCRETION:

1. Your employment is subject to you being certified medically fit by a registered medical
practitioner
2.During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

## 5. DEPUTATION:

1.During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receiveany payments, either as fees, expenses, reimbursement or such other allowance, dire ctly from the Client to whose site you may be deputed.

## 6. RULES/POLICIES OF THE CLIENT:

1.In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned person(s).
2. You shall also abide by any training that may be offered to you by the Client.
3. You shall be bound to follow the working hours of the Client's organization.

## 7.NON -DISCLOSURE:

1.You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside theClient's organization and you shalluse such confidential Informationonly inconnection with the services provided by you to such Client.
2.Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

You are employed by the company on the express underst PRNCIPAL \& \& Tech. by you whether at the Company site(s) or on deputation anding that ahsennices provided company or its clients. Consequently, any and all intion, are being danenoin behalf of the limited to patents, copyrights, trademarks, etc) intellectual propenty rights (including but not the Company or its clients to whom you may.) arising therein shall be owned exclusively by this regard, it shall be deemed that you have be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of
any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favour of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

1.You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of anysort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
2.Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.
3.You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

## 10. INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.
We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our clients. We welcome your experience and skills to our term and expect your effort and talent to be a part of our growth and success.
You are requested to provide the following documents as mentioned in (1.3), within 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "FormF"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)


## Dear T Birbal,

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as ISRFC for a fixed period of employment ("Contract"), on the following terms and conditions.

1. The term of your employment shall be valid from 27-01-2019 to 26-01-2020. Notwithstanding this, in the event of project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be coterminus with the project/work.
2. You shall report to work on 27-01-2019 at 9.00 a.m. at THE HIMALAYA DRUG COMPANY, SRINAGAR (J\&K).
3. Details of your salary break up with components are as per the enclosure attached herewith.
4. This contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from 27-01-2019 be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amounts due, if any, shall be credited to your savings bank account opened for this purpose.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards, yours truly,

## Adecco India Pvt. Ltd.

Authorized Signatory
Enclosures: - (i) Compensation sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\int_{P R I N C I P A L}$

COMPENSATION SHEET

| Name | T Birbal |
| :--- | :--- |
| Designation | ISRFC |
| Compensation | Rs. Per Month |
|  | 10500.00 |
| BASIC SALARY | 2400.00 |
| CONVEYANCE | 3600.00 |
| HOUSE RENT ALLOWANCE | 12500.00 |
| SUB TOTAL (A) |  |
| OTHER EMPLOYER COSTS: - |  |
| EMPLOYER PF ADMIN CHARGES | 65.00 |
| EMPLOYER PROVIDENT FUND | 780.00 |
| EMPLOYER ESI | 594.00 |
| INSURANCE CONCURRENT | 33.00 |
| SUB TOTAL (B) | 1472.00 |
| COST OF COMPANY (A + B) | 13972.00 |
| OTHER EMPLOYEE COSTS: - |  |
| ESI | 219.00 |
| PROVIDENT FUND | 780.00 |
| SUB TOTAL OF DEDUCTIONS (C) | 999.00 |
| TAKE HOME (A) - (C) | 15501.00 |

Annual CTC: 2.6 Lacks
Authorized Signatory

## Adecco India Pvt.Ltd.

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\qquad$

## STANDARD TERMS OFEMPLOYMENT

## 1. VALIDITY TERM OF EMPLOYM ENT:

1.Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.
2.It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.
3. You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
4. Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.
5.In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

## 2. COMPENSATION:

1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.
2. You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.
3. You will be entitled to all other statutory benefits wherever applicable during the period of this Contract.

## 3. TERMINATION:

1. At the time of termination of the employment due to termination hyi bither you or the Company or upon the lapse of term of employment, if there are anyalihes owing from you to the Company, the same may be adjusted against any monies due to you by the Company on
account of salary, bonus or any other payment owed to you under the terms

## 4. DISCRETION:

1. Your employment is subject to you being certified medically fit by a registered medical practitioner
2.During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

## 5. DEPUTATION:

1.During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to ctly from the Client to whes allowance, dire

## 6. RULES/POLICIES OF THE CLIENT:

1.In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned person(s).
2. You shall also abide by any training that may be offered to you by the Client.
3. You shall be bound to follow the working hours of the Client's organization.

## 7.NON -DISCLOSURE:

1.You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside theClient's organization and you shalluse such confidential Informationonly inconnection with the services provided by you to such Client.
2.Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

You are employed by the company on the express understanding that all privices Ergg. \& Tech. by you whether at the Company site(s) or on deputation, are beingatione on behalf of the company or its clients. Consequently, any and all intellectual property fighits (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of
any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favour of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

1.You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of anysort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
2.Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.
3.You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

## 10. INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.
We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our clients. We welcome your experience and skills to our term and expect your effort and talent to be a part of our growth and success.
You are requested to provide the following documents as mentioned in (1.3), within 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "FormF"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)



## Dear T G Prasanna Kumar,

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as ISRFC for a fixed period of employment ("Contract"), on the following terms and conditions.
1.The term of your employment shall be valid from 27-01-2019 to 26-01-2020. Notwithstanding this, in the event of project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be coterminus with the project/work.
2. You shall report to work on 27 - 01 -2019 at 9.00 a.m. at THE HIMALAYA DRUG COMPANY, SRINAGAR (J\&K).
3. Details of your salary break up with components are as per the enclosure attached herewith.
4.This contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from 27-01-2019 be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amounts due, if any, shall be credited to your savings bank account opened for this purpose.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards, yours truly,

## Adecco India Pvt. Ltd.

Authorized Signatory
Enclosures: - (i) Compensation sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date:


## COMPENSATION SHEET

| Name | T G Prasanna <br> Kumar |
| :--- | :--- |
| Designation | ISRFC |
| Compensation |  |
|  | 10500.00 |
| BASIC SALARY | 2400.00 |
| CONVEYANCE | 3600.00 |
| HOUSE RENT ALLOWANCE | 12500.00 |
| SUB TOTAL (A) |  |
| OTHER EMPLOYER COSTS: - |  |
| EMPLOYER PF ADMIN CHARGES | 65.00 |
| EMPLOYER PROVIDENT FUND | 780.00 |
| EMPLOYER ESI | 594.00 |
| INSURANCE CONCURRENT | 33.00 |
| SUB TOTAL (B) | 1472.00 |
| COST OF COMPANY (A + B) | 13972.00 |
| OTHER EMPLOYEE COSTS: - |  |
| ESI | 219.00 |
| PROVIDENT FUND | 780.00 |
| SUB TOTAL OF DEDUCTIONS (C) | 999.00 |
| TAKE HOME (A) - (C) | 15501.00 |

Annual CTC: 2.6 Lacks
Authorized Signatory

## Adecco India Pvt.Ltd..

I hereby accept the above-mentioned terms and conditions.
$\qquad$ Signature: $\qquad$ Date: $\qquad$

## STANDARD TERMS OFEMPLOYMENT

## 1. VALIDITY TERM OF EMPLOYM ENT:

1.Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.
2.It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.
3.You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
4. Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.
5. In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

## 2. COMPENSATION:

1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.
2. You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.
3. You will be entitled to all other statutory benefits wherever applicable during the period of this Contract.

## 3. TERMINATION:

1.At the time of termination of the employment due to terminatiparby insther you or the Company or upon the lapse of term of employment, if there are anycdules owing from you to the Company, the same may be adjusted against any monies due to you by the Company on
account of salary, bonus or any other payment owed to you under the terms
of your employment.

## 4. DISCRETION:

1. Your employment is subject to you being certified medically fit by a registered medical practitioner
2.During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

## 5. DEPUTATION:

1.During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receiveany payments, either as fees, expenses, reimbursement or such other allowance, dire ctly from the Client to whose site you may be deputed.

## 6. RULES/POLICIES OF THE CLIENT:

1. In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned person(s).
2. You shall also abide by any training that may be offered to you by the Client.
3. You shall be bound to follow the working hours of the Client's organization.

## 7.NON -DISCLOSURE:

1.You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside theClient's organization and you shalluse such confidential Informationonly inconnection with the services provided by you to such Client.
2.Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

 by you whether at the Company site(s) or on deputation, are being dome on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment ofany and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favour of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

1. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of anysort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
2.Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.
3.You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

## 10. INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.
We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our clients. We welcome your experience and skills to our term and expect your effort and talent to be a part of our growth and success.
You are requested to provide the following documents as mentioned in (1.3), within 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "FormF"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)


## Dear Raghumaha Reddy,

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as ISRFC for a fixed period of employment ("Contract"), on the following terms and conditions.
1.The term of your employment shall be valid from 27-01-2019 to 26-01-2020. Notwithstanding this, in the event of project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be coterminus with the project/work.
2. You shall report to work on 27 - 01 -2019 at 9.00 a.m. at THE HIMALAYA DRUG COMPANY, SRINAGAR (J\&K).
3. Details of your salary break up with components are as per the enclosure attached herewith.
4.This contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from 27-01 - 2019 be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amounts due, if any, shall be credited to your savings bank account opened for this purpose.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards, yours truly,

## Adecco India Pvt. Ltd. <br> Authorized Signatory <br> Enclosures: - (i) Compensation sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$

## COMPENSATION SHEET

| Name | Raghumaha <br> Reddy |
| :--- | :--- |
| Designation | ISRFC |
| Compensation | Rs. Per Month |
|  | 10500.00 |
| BASIC SALARY | 2400.00 |
| CONVEYANCE | 3600.00 |
| HOUSE RENT ALLOWANCE | 12500.00 |
| SUB TOTAL (A) |  |
| OTHER EMPLOYER COSTS: - | 65.00 |
| EMPLOYER PF ADMIN CHARGES | 780.00 |
| EMPLOYER PROVIDENT FUND | 594.00 |
| EMPLOYER ESI | 33.00 |
| INSURANCE CONCURRENT | 1472.00 |
| SUB TOTAL (B) | 13972.00 |
| COST OF COMPANY (A + B) |  |
| OTHER EMPLOYEE COSTS: - | 219.00 |
| ESI | 780.00 |
| PROVIDENT FUND | 999.00 |
| SUB TOTAL OF DEDUCTIONS (C) | 15501.00 |
| TAKE HOME (A) - (C) |  |

Annual CTC: 2.6 Lacks
Authorized Signatory

## Adecco India Pvt.Ltd..

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\qquad$


## STANDARD TERMS OFEMPLOYMENT

## 1. VALIDITY TERM OF EMPLOYM ENT:


#### Abstract

1.Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the that event, the Company shall in writing exthich you are hereby engaged. In term as may be indicated in such letter and in the event of your acceptance of the extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.


2.It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.
3. You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
4. Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.
5.In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

## 2. COMPENSATION:

1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.
2. You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.
3. You will be entitled to all other statutory benefits wherever applicable during the period of this Contract.

## 3. TERMINATION:

1.At the time of termination of the employment due to termination Company or upon the lapse of term of employment, if there are any dues diefther you or the the Company, the same may be adjusted against any monies due to you by the Company on
account of salary, bonus or any other payment owed to you under the terms of your employment.

## 4. DISCRETION:

1. Your employment is subject to you being certified medically fit by a registered medical
practitioner
2.During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

## 5. DEPUTATION:

1.During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receiveany payments, either as fees, expenses, reimbursement or such other allowance, dire ctly from the Client to whose site you may be deputed.

## 6. RULES/POLICIES OF THE CLIENT:

1.In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned person(s).
2. You shall also abide by any training that may be offered to you by the Client.
3. You shall be bound to follow the working hours of the Client's organization.

## 7.NON -DISCLOSURE:

1. You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside theClient's organization and you shalluse such confidential Informationonly inconnection with the services provided by you to such Client.
2.Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

You are employed by the company on the express understanding that all, seivilcs stitute of Engg. by you whether at the Company site(s) or on deputation, are being done behalf of company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of
any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favour of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

1.You shall at no point of time make any claim or assert any right to employment, damage, loss
of anysort whatsoever against the Client. This arrangement of deputation is or compensation purely a contractual agreement between the Company and the Client for the time specified.
2.Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.
3. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

## 10. INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.
We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our clients. We welcome your experience and skills to our term and expect your effort and talent to be a part of our growth and success.
You are requested to provide the following documents as mentioned in (1.3), within 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "FormF"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)


## Dear Velpula Nagaraju,

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as ISRFC for a fixed period of employment ("Contract"), on the following terms and conditions.
1.The term of your employment shall be valid from 27-01-2019 to 26-01-2020. Notwithstanding this, in the event of project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be coterminus with the project/work.
2. You shall report to work on 27 - 01 -2019 at 9.00 a.m. at THE HIMALAYA DRUG COMPANY, SRINAGAR (J\&K).
3. Details of your salary break up with components are as per the enclosure attached herewith.
4.This contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from 27-01 - 2019 be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amounts due, if any, shall be credited to your savings bank account opened for this purpose.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards, yours truly,

## Adecco India Pvt. Ltd.

Authorized Signatory
Enclosures: - (i) Compensation sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.
$\qquad$

COMPENSATION SHEET

| Name | Velpula Nagaraju |
| :--- | :--- |
| Designation | ISRFC |
| Compensation | Rs. Per Month |
|  | 10500.00 |
| BASIC SALARY | 2400.00 |
| CONVEYANCE | 3600.00 |
| HOUSE RENT ALLOWANCE | 12500.00 |
| SUB TOTAL (A) |  |
| OTHER EMPLOYER COSTS: - | 65.00 |
| EMPLOYER PF ADMIN CHARGES | 780.00 |
| EMPLOYER PROVIDENT FUND | 594.00 |
| EMPLOYER ESI | 33.00 |
| INSURANCE CONCURRENT | 1472.00 |
| SUB TOTAL (B) | 13972.00 |
| COST OF COMPANY (A + B) |  |
| OTHER EMPLOYEE COSTS: - | 219.00 |
| ESI | 780.00 |
| PROVIDENT FUND | 999.00 |
| SUB TOTAL OF DEDUCTIONS (C) | 15501.00 |
| TAKE HOME (A) - (C) |  |

Annual CTC: 2.6 Lacks
Authorized Signatory

Adecco India Pvt.Ltd..

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\qquad$

## STANDARD TERMS OFEMPLOYMENT

## 1. VALIDITY TERM OF EMPLOYM ENT:

1.Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.
2.It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.
3.You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
4. Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.
5. In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

## 2. COMPENSATION:

1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.
2. You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.
3. You will be entitled to all other statutory benefits wherever applicable during the period of
this Contract.

## 3. TERMINATION:

1.At the time of termination of the employment due to termination by eitherlintitute of Engg. Company or upon the lapse of term of employment, if there are any dues a a fin fyoupnathe the Company, the same may be adjusted against any monies due to you by the Company on
account of salary, bonus or any other payment owed to you under the terms of your employment.

## 4. DISCRETION:

1. Your employment is subject to you being certified medically fit by a registered medical practitioner
2.During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

## 5. DEPUTATION:

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## 6. RULES/POLICIES OF THE CLIENT:

1.In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned person(s).
2. You shall also abide by any training that may be offered to you by the Client.
3. You shall be bound to follow the working hours of the Client's organization.

## 7.NON -DISCLOSURE:

1. You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside theClient's organization and you shalluse such confidential Informationonly inconnection with the services provided by you to such Client.
2.Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

You are employed by the company on the express understanding that all sempricesinte of En by you whether at the Company site(s) or on deputation, are being done ancibehalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of
any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favour of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

1.You shall at no point of time make any claim or assert any right to employment, damage, loss of anysort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
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3. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

## 10. INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.
We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our clients. We welcome your experience and skills to our term and expect your effort and talent to be a part of our growth and success.
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- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "FormF"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)

Dear Thirupathi,
We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as ISRFC for a fixed period of employment ("Contract"), on the following terms and conditions.
1.The term of your employment shall be valid from 27-01-2019 to 26-01-2020. Notwithstanding this, in the event of project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be coterminus with the project/work.
2. You shall report to work on 27-01 -2019 at 9.00 a.m. at THE HIMALAYA DRUG COMPANY, SRINAGAR (J\&K).
3. Details of your salary break up with components are as per the enclosure attached herewith.
4.This contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from 27-01 - 2019 be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amounts due, if any, shall be credited to your savings bank account opened for this purpose.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards, yours truly,

Adecco India Pvt. Ltd.
Authorized Signatory
Enclosures: - (i) Compensation sheet; (ii) Standard Terms of Employment I hereby accept the above-mentioned terms and conditions.


Name: $\qquad$ Signature:

## COMPENSATION SHEET

| Name | Thirupathi |
| :--- | :--- |
| Designation | ISRFC |
| Compensation | Rs. Per Month |
|  |  |
| BASIC SALARY | 10500.00 |
| CONVEYANCE | 2400.00 |
| HOUSE RENT ALLOWANCE | 3600.00 |
| SUB TOTAL (A) | 12500.00 |
| OTHER EMPLOYER COSTS: - |  |
| EMPLOYER PF ADMIN CHARGES | 65.00 |
| EMPLOYER PROVIDENT FUND | 780.00 |
| EMPLOYER ESI | 594.00 |
| INSURANCE CONCURRENT | 33.00 |
| SUB TOTAL (B) | 1472.00 |
| COST OF COMPANY (A + B) | 13972.00 |
| OTHER EMPLOYEE COSTS: - |  |
| ESI | 219.00 |
| PROVIDENT FUND | 780.00 |
| SUB TOTAL OF DEDUCTIONS (C) | 999.00 |
| TAKE HOME (A) - (C) | 15501.00 |

Annual CTC: 2.6 Lacks
Authorized Signatory

## Adecco India Pvt.Ltd.

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\qquad$


## STANDARD TERMS OFEMPLOYMENT

## 1. VALIDITY TERM OF EMPLOYM ENT:

1.Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.
2.It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.
3.You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
4.Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.
5. In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

## 2. COMPENSATION:

1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.
2. You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.
3. You will be entitled to all other statutory benefits wherever applicable during the period of this Contract.

## 3. TERMINATION:


1.At the time of termination of the employment due to termination Ayanthi instive atuarmel you Company or upon the lapse of term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on
account of salary, bonus or any other payment owed to you under the terms of your employment.

## 4. DISCRETION:

1. Your employment is subject to you being certified medically fit by a registered medical
practitioner
2.During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

## 5. DEPUTATION:

1.During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receiveany payments, either as fees, expenses, reimbursement or such other allowance, dire ctly from the Client to whose site you may be deputed.

## 6. RULES/POLICIES OF THE CLIENT:

1.In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned person(s).
2. You shall also abide by any training that may be offered to you by the Client.
3. You shall be bound to follow the working hours of the Client's organization.

## 7.NON -DISCLOSURE:

1. You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside theClient's organization and you shalluse such confidential Informationonly inconnection with the services provided by you to such Client.
2.Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

You are employed by the company on the express understanding that andenvices provided by you whether at the Company site(s) or on deputation, are being doneror behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of
any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favour of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

1. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of anysort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
2.Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.
2. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

## 10. INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.
We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our clients. We welcome your experience and skills to our term and expect your effort and talent to be a part of our growth and success.
You are requested to provide the following documents as mentioned in (1.3), within 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "FormF"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)


## Dear Shaik Sajed Ali,

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as ISRFC for a fixed period of employment ("Contract"), on the following terms and conditions.
1.The term of your employment shall be valid from 27-01-2019 to 26-01-2020. Notwithstanding this, in the event of project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be coterminus with the project/work.
2. You shall report to work on 27 - 01 -2019 at 9.00 a.m. at THE HIMALAYA DRUG COMPANY, SRINAGAR (J\&K).
3. Details of your salary break up with components are as per the enclosure attached herewith.
4.This contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from 27-01 - 2019 be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amounts due, if any, shall be credited to your savings bank account opened for this purpose.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

## With warm regards, yours truly,

## Adecco India Pvt. Ltd.

Authorized Signatory
Enclosures: - (i) Compensation sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.


## COMPENSATION SHEET

| Name | Shaik Sajed Ali |
| :--- | :--- |
| Designation | ISRFC |
| Compensation | Rs. Per Month |
|  | 10500.00 |
| BASIC SALARY | 2400.00 |
| CONVEYANCE | 3600.00 |
| HOUSE RENT ALLOWANCE | 12500.00 |
| SUB TOTAL (A) |  |
| OTHER EMPLOYER COSTS: - |  |
| EMPLOYER PF ADMIN CHARGES | 65.00 |
| EMPLOYER PROVIDENT FUND | 780.00 |
| EMPLOYER ESI | 594.00 |
| INSURANCE CONCURRENT | 33.00 |
| SUB TOTAL (B) | 1472.00 |
| COST OF COMPANY (A + B) | 13972.00 |
| OTHER EMPLOYEE COSTS: - |  |
| ESI | 219.00 |
| PROVIDENT FUND | 780.00 |
| SUB TOTAL OF DEDUCTIONS (C) | 999.00 |
| TAKE HOME (A) - (C) | 15501.00 |

Annual CTC: 2.6 Lacks
Authorized Signatory

## Adecco India Pvt.Ltd..

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\qquad$


## STANDARD TERMS OFEMPLOYMENT

## 1. VALIDITY TERM OF EMPLOYM ENT:

1.Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.
2.It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.
3. You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
4. Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.
5.In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

## 2. COMPENSATION:

1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.
2. You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.
3. You will be entitled to all other statutory benefits wherever applicable during the period of this Contract.

## 3. TERMINATION:



Avanthi Institute of Engg. \& Tech. 1.At the time of termination of the employment due to terminatiof Company or upon the lapse of term of employment if there are any dues owing you or the the Company, the same may be adjusted against any monies due to you by the Company on
account of salary, bonus or any other payment owed to you under the terms of your employment.

## 4. DISCRETION:

1. Your employment is subject to you being certified medically fit by a registered medical practitioner
2.During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

## 5. DEPUTATION:

1.During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receiveany payments, either as fees, expenses, reimbursement or such other allowance, dire ctly from the Client to whose site you may be deputed.

## 6. RULES/POLICIES OF THE CLIENT:

1.In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned person(s).
2. You shall also abide by any training that may be offered to you by the Client.
3. You shall be bound to follow the working hours of the Client's organization.

## 7.NON -DISCLOSURE:

1.You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside theClient's organization and you shalluse such confidential Informationonly inconnection with the services provided by you to such Client.
2.Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

 You are employed by the company on the express understanding thatalhiservices ofravided. RR. Dist. by you whether at the Company site(s) or on deputation, are being dome behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment ofany and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favour of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

1. You shall at no point of time make any claim or assert any right to employment, damage, loss
of anysort whatsoever against the Client. This arrangement of deputation is compensation purely a contractual agreement between the Company and the Client for the time specified.
2.Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.
2. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

## 10. INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.
We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our clients. We welcome your experience and skills to our term and expect your effort and talent to be a part of our growth and success.
You are requested to provide the following documents as mentioned in (1.3), within 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "FormF"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)


## Dear A Sai Kumar,

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as ISRFC for a fixed period of employment ("Contract"), on the following terms and conditions.
1.The term of your employment shall be valid from 27-01-2019 to 26-01-2020. Notwithstanding this, in the event of project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be coterminus with the project/work.
2. You shall report to work on 27 - 01 -2019 at 9.00 a.m. at THE HIMALAYA DRUG COMPANY, SRINAGAR (J\&K).
3. Details of your salary break up with components are as per the enclosure attached herewith.
4.This contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from 27-01-2019 be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amounts due, if any, shall be credited to your savings bank account opened for this purpose.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards, yours truly,

## Adecco India Pvt. Ltd. <br> Authorized Signatory <br> Enclosures: - (i) Compensation sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name:
Signature: $\qquad$ Date


## COMPENSATION SHEET

| Name | A Sai Kumar |
| :--- | :--- |
| Designation | ISRFC |
| Compensation | Rs. Per Month |
|  |  |
| BASIC SALARY | 10500.00 |
| CONVEYANCE | 2400.00 |
| HOUSE RENT ALLOWANCE | 3600.00 |
| SUB TOTAL (A) | 12500.00 |
| OTHER EMPLOYER COSTS: - |  |
| EMPLOYER PF ADMIN CHARGES | 65.00 |
| EMPLOYER PROVIDENT FUND | 780.00 |
| EMPLOYER ESI | 594.00 |
| INSURANCE CONCURRENT | 33.00 |
| SUB TOTAL (B) | 1472.00 |
| COST OF COMPANY (A + B) | 13972.00 |
| OTHER EMPLOYEE COSTS: - |  |
| ESI | 219.00 |
| PROVIDENT FUND | 780.00 |
| SUB TOTAL OF DEDUCTIONS (C) | 999.00 |
| TAKE HOME (A) - (C) | 15501.00 |

Annual CTC: 2.6 Lacks
Authorized Signatory

## Adecco India Pvt.Ltd..

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\qquad$

## STANDARD TERMS OFEMPLOYMENT

## 1. VALIDITY TERM OF EMPLOYM ENT:

1. Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.
2. It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.
3. You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
4. Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.
5. In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

## 2. COMPENSATION:

1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.
2. You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.
3. You will be entitled to all other statutory benefits wherever applicable during the period of this Contract.

## 3. TERMINATION:

1. At the time of termination of the employment due to termination payartith ins. yefulizo the Company or upon the lapse of term of employment, if there are any duewibiving from you to the Company, the same may be adjusted against any monies due to you by the Company on
account of salary, bonus or any other payment owed to you under the terms of your employment.

## 4. DISCRETION:

1. Your employment is subject to you being certified medically fit by a registered medical practitioner
2.During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

## 5. DEPUTATION:

1.During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receiveany payments, either as fees, expenses, reimbursement or such other allowance, dire ctly from the Client to whose site you may be deputed.

## 6. RULES/POLICIES OF THE CLIENT:

1.In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned person(s).
2. You shall also abide by any training that may be offered to you by the Client.
3. You shall be bound to follow the working hours of the Client's organization.

## 7.NON -DISCLOSURE:

1. You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside theClient's organization and you shalluse such confidential Informationonly inconnection with the services provided by you to such Client.
2.Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

 by you whether at the Company site(s) or on deputation, are being done pervices provided company or its clients. Consequently, any and all intellectual property rights (including of the limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment ofany and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favour of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

1.You shall at no point of time make any claim or assert any right to employment, damage, loss of anysort whatsoever against the Client. This arrangement of deputation or compensation of anysort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
2.Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.
3.You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

## 10. INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.
We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our clients. We welcome your experience and skills to our term and expect your effort and talent to be a part of our growth and success.
You are requested to provide the following documents as mentioned in (1.3), within 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "FormF"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)



## Dear Potru Siva Krishna,

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as ISRFC for a fixed period of employment ("Contract"), on the following terms and conditions.

1. The term of your employment shall be valid from 27-01-2019 to 26-01-2020. Notwithstanding this, in the event of project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be coterminus with the project/work.
2. You shall report to work on 27 - 01 -2019 at 9.00 a.m. at THE HIMALAYA DRUG COMPANY, SRINAGAR (J\&K).
3. Details of your salary break up with components are as per the enclosure attached herewith.
4. This contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from 27-01 - 2019 be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amounts due, if any, shall be credited to your savings bank account opened for this purpose.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards, yours truly,

## Adecco India Pvt. Ltd.

Authorized Signatory
Enclosures: - (i) Compensation sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.


PRINCIPAL
Name: $\qquad$ Signature: $\qquad$ Date:


## COMPENSATION SHEET

| Name | Potru <br> Krishna |
| :--- | :--- |
| Designation | ISRFC |
| Compensation | Rs. Per Month |
|  | 10500.00 |
| BASIC SALARY | 2400.00 |
| CONVEYANCE | 3600.00 |
| HOUSE RENT ALLOWANCE | 12500.00 |
| SUB TOTAL (A) |  |
| OTHER EMPLOYER COSTS: - | 65.00 |
| EMPLOYER PF ADMIN CHARGES | 780.00 |
| EMPLOYER PROVIDENT FUND | 594.00 |
| EMPLOYER ESI | 33.00 |
| INSURANCE CONCURRENT | 1472.00 |
| SUB TOTAL (B) | 13972.00 |
| COST OF COMPANY (A + B) |  |
| OTHER EMPLOYEE COSTS: - | 219.00 |
| ESI | 780.00 |
| PROVIDENT FUND | 999.00 |
| SUB TOTAL OF DEDUCTIONS (C) | 15501.00 |
| TAKE HOME (A) - (C) |  |

Annual CTC: 2.6 Lacks
Authorized Signatory

## Adecco India Pvt.Ltd..

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\qquad$


## STANDARD TERMS OFEMPLOYMENT

## 1. VALIDITY TERM OF EMPLOYM ENT:

1.Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.
2.It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.
3. You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
4.Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.
5.In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

## 2. COMPENSATION:

1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.
2. You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.
3. You will be entitled to all other statutory benefits wherever applicable during the period of this Contract.

## 3. TERMINATION:

1.At the time of termination of the employment due to terminatipnarby endtute of Engg. \& Company or upon the lapse of term of employment, if there are anyodues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on
account of salary, bonus or any other payment owed to you under the terms of your employment.

## 4. DISCRETION:

1. Your employment is subject to you being certified medically fit by a registered medical practitioner
2.During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

## 5. DEPUTATION:

1.During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receiveany payments, either as fees, expenses, reimbursement or such other allowance, dire ctly from the Client to whose site you may be deputed.

## 6. RULES/POLICIES OF THE CLIENT:

1. In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned persons).
2. You shall also abide by any training that may be offered to you by the Client.
3. You shall be bound to follow the working hours of the Client's organization.

## 7.NON -DISCLOSURE:

1. You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside theClient's organization and you shalluse such confidential Informationonly inconnection with the services provided by you to such Client.
2.Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

PRINCIPAL You are employed by the company on the express understanding that aldaservices provided by you whether at the Company sites) or on deputation, are being done on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of
any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favour of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

1. You shall at no point of time make any claim or assert any right to employment, damage, loss
of anysort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
2.Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.
2. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

## 10. INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.
We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our clients. We welcome your experience and skills to our term and expect your effort and talent to be a part of our growth and success.
You are requested to provide the following documents as mentioned in (1.3), within 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "FormF"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)


## Dear Guguloth Praveen,

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as ISRFC for a fixed period of employment ("Contract"), on the following terms and conditions.
1.The term of your employment shall be valid from 27-01-2019 to 26-01-2020. Notwithstanding this, in the event of project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be coterminus with the project/work.
2.You shall report to work on 27 - 01 -2019 at 9.00 a.m. at THE HIMALAYA DRUG
COMPANY, SRINAGAR (J\&K). COMPANY, SRINAGAR (J\&K).
3. Details of your salary break up with components are as per the enclosure attached herewith.
4. This contract shall be terminable by either party giving 15 days' notice in writing or salary in
lieu of notice, to the other party. lieu of notice, to the other party.
5. You will, with effect from 27-01 - 2019 be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amounts due, if any, shall be credited to your savings bank account opened for this purpose.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards, yours truly,

## Adecco India Pvt. Ltd.

Authorized Signatory
Enclosures: - (i) Compensation sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date:

COMPENSATION SHEET

| Name | Guguloth <br> Praveen |
| :--- | :--- |
| Designation | ISRFC |
| Compensation | Rs. Per Month |
|  | 10500.00 |
| BASIC SALARY | 2400.00 |
| CONVEYANCE | 3600.00 |
| HOUSE RENT ALLOWANCE | 12500.00 |
| SUB TOTAL (A) |  |
| OTHER EMPLOYER COSTS: - | 65.00 |
| EMPLOYER PF ADMIN CHARGES | 780.00 |
| EMPLOYER PROVIDENT FUND | 594.00 |
| EMPLOYER ESI | 33.00 |
| INSURANCE CONCURRENT | 1472.00 |
| SUB TOTAL (B) | 13972.00 |
| COST OF COMPANY (A + B) |  |
| OTHER EMPLOYEE COSTS: - | 219.00 |
| ESI | 780.00 |
| PROVIDENT FUND | 999.00 |
| SUB TOTAL OF DEDUCTIONS (C) | 15501.00 |
| TAKE HOME (A) - (C) |  |

Annual CTC: 2.6 Lacks
Authorized Signatory

## Adecco India Pvt.Ltd..

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\qquad$


## STANDARD TERMS OFEMPLOYMENT

## 1. VALIDITY TERM OF EMPLOYM ENT:

1.Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.
2.It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.
3.You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
4. Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.
5.In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

## 2. COMPENSATION:

1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.
2. You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.
3. You will be entitled to all other statutory benefits wherever applicable during the period of this Contract.

## 3. TERMINATION:

Avanthi Institute of Engg. :

1. At the time of termination of the employment due to termination by either you or the Company or upon the lapse of term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on
account of salary, bonus or any other payment owed to you under the terms of your employment.

## 4. DISCRETION:

1. Your employment is subject to you being certified medically fit by a registered medical practitioner
2.During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

## 5. DEPUTATION:

1.During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receiveany payments, either as fees, expenses, reimbursement or such other allowance, dire ctly from the Client to whose site you may be deputed.

## 6. RULES/POLICIES OF THE CLIENT:

1.In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned person(s).
2. You shall also abide by any training that may be offered to you by the Client.
3. You shall be bound to follow the working hours of the Client's organization.

## 7.NON -DISCLOSURE:

1. You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside theClient's organization and you shalluse such confidential Informationonly inconnection with the services provided by you to such Client.
2.Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

 by you whether at the Company site(s) or on deputation, are beinanam serxicespprovided company site(s) yon all intellectual propergntionte on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of
any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favour of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

1.You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of anysort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
2.Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.
3. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

## 10. INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.
We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our clients. We welcome your experience and skills to our term and expect your effort and talent to be a part of our growth and success.
You are requested to provide the following documents as mentioned in (1.3), within 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "FormF"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)



## Dear Aluguvelli Sowmya,

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as ISRFC for a fixed period of employment ("Contract"), on the following terms and conditions.

1. The term of your employment shall be valid from 27-01-2019 to 26-01-2020. Notwithstanding this, in the event of project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be coterminus with the project/work.
2. You shall report to work on 27 - 01 -2019 at 9.00 am. at THE HIMALAYA DRUG COMPANY, SRINAGAR (J\&K).
3. Details of your salary break up with components are as per the enclosure attached herewith.
4. This contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from 27-01 - 2019 be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amounts due, if any, shall be credited to your savings bank account opened for this purpose.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards, yours truly,

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## Adecco India Pvt. Ltd.

Authorized Signatory
Enclosures: - (i) Compensation sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.


Name: $\qquad$ Signature: $\qquad$

## COMPENSATION SHEET

| Name | Aluguvelli <br> Sowmya |
| :--- | :--- |
| Designation | ISRFC |
| Compensation | Rs. Per Month |
|  | 10500.00 |
| BASIC SALARY | 2400.00 |
| CONVEYANCE | 3600.00 |
| HOUSE RENT ALLOWANCE | 12500.00 |
| SUB TOTAL (A) |  |
| OTHER EMPLOYER COSTS: - | 65.00 |
| EMPLOYER PF ADMIN CHARGES | 780.00 |
| EMPLOYER PROVIDENT FUND | 594.00 |
| EMPLOYER ESI | 33.00 |
| INSURANCE CONCURRENT | 1472.00 |
| SUB TOTAL (B) | 13972.00 |
| COST OF COMPANY (A + B) |  |
| OTHER EMPLOYEE COSTS: - | 219.00 |
| ESI | 780.00 |
| PROVIDENT FUND | 999.00 |
| SUB TOTAL OF DEDUCTIONS (C) | 15501.00 |
| TAKE HOME (A) - (C) |  |

Annual CTC: 2.6 Lacks
Authorized Signatory

## Adecco India Pvt.Ltd..

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\qquad$

## STANDARD TERMS OFEMPLOYMENT

## 1. VALIDITY TERM OF EMPLOYM ENT:

1.Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.
2.It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.
3. You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
4.Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.
5.In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

## 2. COMPENSATION:

1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.
2. You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.
3. You will be entitled to all other statutory benefits wherever applicable during the period of this Contract.

## 3. TERMINATION:

account of salary, bonus or any other payment owed to you under the terms
of your employment.

## 4. DISCRETION:

1. Your employment is subject to you being certified medically fit by a registered medical practitioner
2.During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

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## 6. RULES/POLICIES OF THE CLIENT:

1.In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned person(s).
2. You shall also abide by any training that may be offered to you by the Client.
3. You shall be bound to follow the working hours of the Client's organization.

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1.You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside theClient's organization and you shalluse such confidential Informationonly inconnection with the services provided by you to such Client.
2.Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

You are employed by you whether andices provided by you whether at the Company site(s) or on deputation, are being done on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of
any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favour of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

1. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of anysort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
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2. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

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You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.
We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our clients. We welcome your experience and skills to our term and expect your effort and talent to be a part of our growth and success.
You are requested to provide the following documents as mentioned in (1.3), within 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "FormF"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)



## Dear Avula Satheesh,

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as ISRFC for a fixed period of employment ("Contract"), on the following terms and conditions.
1.The term of your employment shall be valid from 27-01-2019 to 26-01-2020. Notwithstanding this, in the event of project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be coterminus with the project/work.
2. You shall report to work on 27-01-2019 at 9.00 a.m. at THE HIMALAYA DRUG COMPANY, SRINAGAR (J\&K).
3. Details of your salary break up with components are as per the enclosure attached herewith.
4. This contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from 27-01 - 2019 be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amounts due, if any, shall be credited to your savings bank account opened for this purpose.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards, yours truly,


## Adecco India Pvt. Ltd.

Authorized Signatory
Enclosures: - (i) Compensation sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date


## COMPENSATION SHEET

| Name | Avula Satheesh |
| :--- | :--- |
| Designation | ISRFC |
| Compensation | Rs. Per Month |
|  |  |
| BASIC SALARY | 10500.00 |
| CONVEYANCE | 2400.00 |
| HOUSE RENT ALLOWANCE | 3600.00 |
| SUB TOTAL (A) | 12500.00 |
| OTHER EMPLOYER COSTS: - |  |
| EMPLOYER PF ADMIN CHARGES | 65.00 |
| EMPLOYER PROVIDENT FUND | 780.00 |
| EMPLOYER ESI | 594.00 |
| INSURANCE CONCURRENT | 33.00 |
| SUB TOTAL (B) | 1472.00 |
| COST OF COMPANY (A + B) | 13972.00 |
| OTHER EMPLOYEE COSTS: - |  |
| ESI | 219.00 |
| PROVIDENT FUND | 780.00 |
| SUB TOTAL OF DEDUCTIONS (C) | 999.00 |
| TAKE HOME (A) - (C) | 15501.00 |

Annual CTC: 2.6 Lacks
Authorized Signatory

## Adecco India Pvt.Ltd..

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\qquad$

## STANDARD TERMS OFEMPLOYMENT

## 1. VALIDITY TERM OF EMPLOYM ENT:

1.Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.
2.It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.
3.You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
4. Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.
5.In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

## 2. COMPENSATION:

1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.
2. You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.
3. You will be entitled to all other statutory benefits wherever applicable during the period of this Contract.

## 3. TERMINATION:

1. At the time of termination of the employment due to terminafien hy either you or the Company or upon the lapse of term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on
account of salary, bonus or any other payment owed to you under the terms of your employment.

## 4. DISCRETION:

1. Your employment is subject to you being certified medically fit by a registered medical practitioner
2.During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

## 5. DEPUTATION:

1.During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receiveany payments, either as fees, expenses, reimbursement or such other allowance, dire ctly from the Client to whose site you may be deputed.

## 6. RULES/POLICIES OF THE CLIENT:

1. In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned person(s).
2. You shall also abide by any training that may be offered to you by the Client.
3. You shall be bound to follow the working hours of the Client's organization.

## 7.NON -DISCLOSURE:

1.You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside theClient's organization and you shalluse such confidential Informationonly inconnection with the services provided by you to such Client.
2.Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

You are employed by the company on the express understanding that all services provided by you whether at the Company site(s) or on deputation, are beingatione on behalf of the company or its clients. Consequently, any and all intellectual propertyurights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of
any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favour of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

1. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of anysort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
2.Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.
2. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

## 10. INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.
We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our clients. We welcome your experience and skills to our term and expect your effort and talent to be a part of our growth and success.
You are requested to provide the following documents as mentioned in (1.3), within 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "FormF"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)


## Dear Avulakani Mahipal,

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as ISRFC for a fixed period of employment ("Contract"), on the following terms and conditions.
1.The term of your employment shall be valid from 27-01-2019 to 26-01-2020 Notwithstanding this, in the event of project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be coterminus with the project/work.
2.You shall report to work on 27 - 01 -2019 at 9.00 a.m. at THE HIMALAYA DRUG COMPANY, SRINAGAR (J\&K).
3. Details of your salary break up with components are as per the enclosure attached herewith.
4.This contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from 27-01 - 2019 be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amounts due, if any, shall be credited to your savings bank account opened for this purpose.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards, yours truly,

## Adecco India Pvt. Ltd.

## Authorized Signatory

Enclosures: - (i) Compensation sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\qquad$

## COMPENSATION SHEET

| Name | Avulakani <br> Mahipal |
| :--- | :--- |
| Designation | ISRFC |
| Compensation | Rs. Per Month |
|  | 10500.00 |
| BASIC SALARY | 2400.00 |
| CONVEYANCE | 3600.00 |
| HOUSE RENT ALLOWANCE | 12500.00 |
| SUB TOTAL (A) |  |
| OTHER EMPLOYER COSTS: - | 65.00 |
| EMPLOYER PF ADMIN CHARGES | 780.00 |
| EMPLOYER PROVIDENT FUND | 594.00 |
| EMPLOYER ESI | 33.00 |
| INSURANCE CONCURRENT | 1472.00 |
| SUB TOTAL (B) | 13972.00 |
| COST OF COMPANY (A + B) |  |
| OTHER EMPLOYEE COSTS: - | 219.00 |
| ESI | 780.00 |
| PROVIDENT FUND | 999.00 |
| SUB TOTAL OF DEDUCTIONS (C) | 15501.00 |
| TAKE HOME (A) - (C) |  |

Annual CTC: 2.6 Lacks
Authorized Signatory

## Adecco India Pvt.Ltd..

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\qquad$

## STANDARD TERMS OFEMPLOYMENT

## 1. VALIDITY TERM OF EMPLOYM ENT:

1.Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.
2.It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.
3. You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
4. Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.
5. In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

## 2. COMPENSATION:

1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.
2. You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.
3. You will be entitled to all other statutory benefits wherever applicable during the period of this Contract.

## 3. TERMINATION:

1. At the time of termination of the employment due to terminationthi Institute of Engg. \& Tech. Dist Company or upon the lapse of term of employment, if the the Company, the same may be adjusted against any monies due to you by the Company on
account of salary, bonus or any other payment owed to you under the terms of your employment.

## 4. DISCRETION:

1. Your employment is subject to you being certified medically fit by a registered medical practitioner
2.During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

## 5. DEPUTATION:

1.During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receiveany payments, either as fees, expenses, reimbursement or such other allowance, dire ctly from the Client to whose site you may be deputed.

## 6. RULES/POLICIES OF THE CLIENT:

1.In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned person(s).
2. You shall also abide by any training that may be offered to you by the Client.
3. You shall be bound to follow the working hours of the Client's organization.

## 7.NON -DISCLOSURE:

1.You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside theClient's organization and you shalluse such confidential Informationonly inconnection with the services provided by you to such Client.
2.Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

You are employed by the company on the express understanding that all - PRINCIPAL by you whether at the Company site(s) or on deputation, are being Adone on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of
any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favour of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

1.You shall at no point of time make any claim or assert any right to employment, damage, loss
of anysort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
2.Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.
3.You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

## 10. INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.
We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our clients. We welcome your experience and skills to our term and expect your effort and talent to be a part of our growth and success.
You are requested to provide the following documents as mentioned in (1.3), within 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "FormF"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)


## Dear D Prasad,

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as ISRFC for a fixed period of employment ("Contract"), on the following terms and conditions.
1.The term of your employment shall be valid from 27-01-2019 to 26-01-2020. Notwithstanding this, in the event of project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be coterminus with the project/work.
2.You shall report to work on 27-01-2019 at 9.00 a.m. at THE HIMALAYA DRUG COMPANY, SRINAGAR (J\&K).
3. Details of your salary break up with components are as per the enclosure attached herewith.
4.This contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from 27-01-2019 be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amounts due, if any, shall be credited to your savings bank account opened for this purpose.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards, yours truly,

## Adecco India Pvt. Ltd.

## Authorized Signatory

Enclosures: - (i) Compensation sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: PRINCIPAL \& Tech. Avanthi Instiute of Engg. \& Ro. oist.

## COMPENSATION SHEET

| Name | D Prasad |
| :--- | :--- |
| Designation | ISRFC |
| Compensation | Rs. Per Month |
|  | 10500.00 |
| BASIC SALARY | 2400.00 |
| CONVEYANCE | 3600.00 |
| HOUSE RENT ALLOWANCE | 12500.00 |
| SUB TOTAL (A) |  |
| OTHER EMPLOYER COSTS: - |  |
| EMPLOYER PF ADMIN CHARGES | 65.00 |
| EMPLOYER PROVIDENT FUND | 780.00 |
| EMPLOYER ESI | 594.00 |
| INSURANCE CONCURRENT | 33.00 |
| SUB TOTAL (B) | 1472.00 |
| COST OF COMPANY (A + B) | 13972.00 |
| OTHER EMPLOYEE COSTS: - |  |
| ESI | 219.00 |
| PROVIDENT FUND | 780.00 |
| SUB TOTAL OF DEDUCTIONS (C) | 999.00 |
| TAKE HOME (A) - (C) | 15501.00 |

Annual CTC: 2.6 Lacks
Authorized Signatory

## Adecco India Pvt.Ltd..

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\qquad$

## STANDARD TERMS OFEMPLOYMENT

## 1. VALIDITY TERM OF EMPLOYM ENT:

1.Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.
2.It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.
3. You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
4. Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.
5.In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

## 2. COMPENSATION:

1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.
2. You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.
3. You will be entitled to all other statutory benefits wherever applicable during the period of this Contract.

## 3. TERMINATION:

1.At the time of termination of the employment due to terminationthi Ins rithe rellamit Md.), R Company or upon the lapse of term of employment, if there are anydues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on
account of salary, bonus or any other payment owed to you under the terms
of your employment.

## 4. DISCRETION:

1. Your employment is subject to you being certified medically fit by a registered medical practitioner
2.During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

## 5. DEPUTATION:

1.During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receiveany payments, either as fees, expenses, reimbursement or such other allowance, dire ctly from the Client to whose site you may be deputed.

## 6. RULES/POLICIES OF THE CLIENT:

1.In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned person(s).
2. You shall also abide by any training that may be offered to you by the Client.
3. You shall be bound to follow the working hours of the Client's organization.

## 7.NON -DISCLOSURE:

1.You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside theClient's organization and you shalluse such confidential Informationonly inconnection with the services provided by you to such Client.
2.Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

You are employed by the company on the express understandingAthat all services provid. R. R. Dist by you whether at the Company site(s) or on deputation, are being done on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of
any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favour of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

1.You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of anysort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.

## 2.Further upon the lapse of your term of employment with the Company or earlier termination

 thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.3. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

## 10. INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.
We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our clients. We welcome your experience and skills to our term and expect your effort and talent to be a part of our growth and success.
You are requested to provide the following documents as mentioned in (1.3), within 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "FormF"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)


## Dear Darshanam Karan,

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as ISRFC for a fixed period of employment ("Contract"), on the following terms and conditions.
1.The term of your employment shall be valid from 27-01-2019 to 26-01-2020. Notwithstanding this, in the event of project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be coterminus with the project/work.
2.You shall report to work on 27 - 01 -2019 at 9.00 a.m. at THE HIMALAYA DRUG COMPANY, SRINAGAR (J\&K).
3. Details of your salary break up with components are as per the enclosure attached herewith.
4.This contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from 27-01 - 2019 be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amounts due, if any, shall be credited to your savings bank account opened for this purpose.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards, yours truly,

## Adecco India Pvt. Ltd.

Authorized Signatory
Enclosures: - (i) Compensation sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.


Name: $\qquad$ Signature: $\qquad$ Date:

## COMPENSATION SHEET

| Name | Darshanam <br> Karan |
| :--- | :--- |
| Designation | ISRFC |
| Compensation |  |
|  | 10500.00 |
| BASIC SALARY | 2400.00 |
| CONVEYANCE | 3600.00 |
| HOUSE RENT ALLOWANCE | 12500.00 |
| SUB TOTAL (A) |  |
| OTHER EMPLOYER COSTS: - |  |
| EMPLOYER PF ADMIN CHARGES | 65.00 |
| EMPLOYER PROVIDENT FUND | 780.00 |
| EMPLOYER ESI | 594.00 |
| INSURANCE CONCURRENT | 33.00 |
| SUB TOTAL (B) | 1472.00 |
| COST OF COMPANY (A + B) | 13972.00 |
| OTHER EMPLOYEE COSTS: - |  |
| ESI | 219.00 |
| PROVIDENT FUND | 780.00 |
| SUB TOTAL OF DEDUCTIONS (C) | 999.00 |
| TAKE HOME (A) - (C) | 15501.00 |

Annual CTC: 2.6 Lacks
Authorized Signatory

## Adecco India Pvt.Ltd.

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\qquad$

## STANDARD TERMS OFEMPLOYMENT

## 1. VALIDITY TERM OF EMPLOYM ENT:

1.Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.
2.It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.
3.You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
4. Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.
5. In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

## 2. COMPENSATION:

1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.
2. You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.
3. You will be entitled to all other statutory benefits wherever applicable during the period of
this Contract.

## 3. TERMINATION:

1.At the time of termination of the employment due to terminationA An nth institute of Engg. \&. . .R. Dist Company or upon the lapse of term of employment, if there are any duther you the the Company, the same may be adjusted against any monies due to you by the Company on
account of salary, bonus or any other payment owed to you under the terms of your employment.

## 4. DISCRETION:

1. Your employment is subject to you being certified medically fit by a registered medical practitioner
2. During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

## 5. DEPUTATION:

1. During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receiveany payments, either as fees, expenses, reimbursement or such other allowance, dire ctly from the Client to whose site you may be deputed.

## 6. RULES/POLICIES OF THE CLIENT:

1. In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned persons).
2. You shall also abide by any training that may be offered to you by the Client.
3. You shall be bound to follow the working hours of the Client's organization.

## 7.NON -DISCLOSURE:

1. You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside theClient's organization and you shalluse such confidential Informationonly inconnection with the services provided by you to such Client.
2. Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

You are employed by the company on the express understanding that, ahiservices provided by you whether at the Company sites) or on deputation, are being done on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of
any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favour of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

1.You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation
of anysort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
2.Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.
3. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

## 10. INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.
We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our clients. We welcome your experience and skills to our term and expect your effort and talent to be a part of our growth and success.
You are requested to provide the following documents as mentioned in (1.3), within 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "FormF"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)



## Dear Gaddam Sai Kishore Netha,

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as ISRFC for a fixed period of employment ("Contract"), on the following terms and conditions.
1.The term of your employment shall be valid from 27-01-2019 to 26-01-2020. Notwithstanding this, in the event of project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be coterminus with the project/work.
2.You shall report to work on 27 - 01 -2019 at 9.00 a.m. at THE HIMALAYA DRUG COMPANY, SRINAGAR (J\&K).
3. Details of your salary break up with components are as per the enclosure attached herewith.
4.This contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from 27-01-2019 be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amounts due, if any, shall be credited to your savings bank account opened for this purpose.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards, yours truly,

## Adecco India Pvt. Ltd.

Authorized Signatory
Enclosures: - (i) Compensation sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date:

## COMPENSATION SHEET

| Name | Gaddam Sai <br> Kishore Netha |
| :--- | :--- |
| Designation | ISRFC |
| Compensation | Rs. Per Month |
|  | 10500.00 |
| BASIC SALARY | 2400.00 |
| CONVEYANCE | 3600.00 |
| HOUSE RENT ALLOWANCE | 12500.00 |
| SUB TOTAL (A) |  |
| OTHER EMPLOYER COSTS: - | 65.00 |
| EMPLOYER PF ADMIN CHARGES | 780.00 |
| EMPLOYER PROVIDENT FUND | 594.00 |
| EMPLOYER ESI | 33.00 |
| INSURANCE CONCURRENT | 1472.00 |
| SUB TOTAL (B) | 13972.00 |
| COST OF COMPANY (A + B) |  |
| OTHER EMPLOYEE COSTS: - | 219.00 |
| ESI | 780.00 |
| PROVIDENT FUND | 999.00 |
| SUB TOTAL OF DEDUCTIONS (C) | 15501.00 |
| TAKE HOME (A) - (C) |  |

Annual CTC: 2.6 Lacks
Authorized Signatory

## Adecco India Pvt.Ltd..

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\qquad$

## STANDARD TERMS OFEMPLOYMENT

## 1. VALIDITY TERM OF EMPLOYM ENT:

1.Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.
2.It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.
3.You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
4. Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.
5. In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

## 2. COMPENSATION:

1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.
2.You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.
2. You will be entitled to all other statutory benefits wherever applicable during the period of this Contract.

## 3. TERMINATION:

1.At the time of termination of the employment due to termination by either you or the Company or upon the lapse of term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on
account of salary, bonus or any other payment owed to you under the terms of your employment.

## 4. DISCRETION:

1. Your employment is subject to you being certified medically fit by a registered medical practitioner
2.During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

## 5. DEPUTATION:

1.During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receiveany payments, either as fees, expenses, reimbursement or such other allowance, dire ctly from the Client to whose site you may be deputed.

## 6. RULES/POLICIES OF THE CLIENT:

1.In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned person(s).
2. You shall also abide by any training that may be offered to you by the Client.
3. You shall be bound to follow the working hours of the Client's organization.

## 7.NON -DISCLOSURE:

1. You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside theClient's organization and you shalluse such confidential Informationonly inconnection with the services provided by you to such Client.
2.Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

You are employed by the company on the express understanding thâd âl services provided by you whether at the Company site(s) or on deputation, are being 'done on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of
any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favour of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

1. You shall at no point of time make any claim or assert any right to employment, damage, loss
of anysort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
2.Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.
2. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

## 10. INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.
We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our clients. We welcome your experience and skills to our term and expect your effort and talent to be a part of our growth and success.
You are requested to provide the following documents as mentioned in (1.3), within 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "FormF"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)


## Dear Gangi Raju,

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as ISRFC for a fixed period of employment ("Contract"), on the following terms and conditions.
1.The term of your employment shall be valid from 27-01-2019 to 26-01-2020. Notwithstanding this, in the event of project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be coterminus with the project/work.
2. You shall report to work on 27 - 01 -2019 at 9.00 a.m. at THE HIMALAYA DRUG COMPANY, SRINAGAR (J\&K).
3. Details of your salary break up with components are as per the enclosure attached herewith.
4.This contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from 27-01 - 2019 be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amounts due, if any, shall be credited to your savings bank account opened for this purpose.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards, yours truly,

## Adecco India Pvt. Ltd.

Authorized Signatory
Enclosures: - (i) Compensation sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date:


## COMPENSATION SHEET

| Name | Gangi Raju |
| :--- | :--- |
| Designation | ISRFC |
| Compensation | Rs. Per Month |
|  | 10500.00 |
| BASIC SALARY | 2400.00 |
| CONVEYANCE | 3600.00 |
| HOUSE RENT ALLOWANCE | 12500.00 |
| SUB TOTAL (A) |  |
| OTHER EMPLOYER COSTS: - | 65.00 |
| EMPLOYER PF ADMIN CHARGES | 780.00 |
| EMPLOYER PROVIDENT FUND | 594.00 |
| EMPLOYER ESI | 33.00 |
| INSURANCE CONCURRENT | 1472.00 |
| SUB TOTAL (B) | 13972.00 |
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| OTHER EMPLOYEE COSTS: - | 219.00 |
| ESI | 780.00 |
| PROVIDENT FUND | 999.00 |
| SUB TOTAL OF DEDUCTIONS (C) | 15501.00 |
| TAKE HOME (A) - (C) |  |

Annual CTC: 2.6 Lacks
Authorized Signatory

## Adecco India Pvt.Ltd..

I hereby accept the above-mentioned terms and conditions.

Name: $\qquad$ Signature: $\qquad$ Date: $\qquad$

## STANDARD TERMS OFEMPLOYMENT

## 1. VALIDITY TERM OF EMPLOYM ENT:


#### Abstract

1.Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.


2.It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.
3.You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
4.Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.
5. In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

## 2. COMPENSATION:

1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.
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3. You will be entitled to all other statutory benefits wherever applicable during the period of this Contract.

## 3. TERMINATION:

1.At the time of termination of the employment due to termination doy either you or the Company or upon the lapse of term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on
account of salary, bonus or any other payment owed to you under the terms of your employment.

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1. Your employment is subject to you being certified medically fit by a registered medical practitioner
2.During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

## 5. DEPUTATION:

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2. You shall also abide by any training that may be offered to you by the Client.
3. You shall be bound to follow the working hours of the Client's organization.

## 7.NON -DISCLOSURE:

1.You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside theClient's organization and you shalluse such confidential Informationonly inconnection with the services provided by you to such Client.
2.Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

You are employed by the company on the express understanding that alh seivices phitute of Eng. (Mal by you whether at the Company site(s) or by you whether at the Company site(s) or on deputation, are being done on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of
any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favour of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

1.You shall at no point of time make any claim or assert any right to employment, damage, loss of anysort whatsoever against the Client. This arrangement of deputation is or compensation purely a contractual agreement between the Company and the Client for th解 2.Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.
3. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

## 10. INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.
We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our clients. We welcome your experience and skills to our term and expect your effort and talent to be a part of our growth and success.
You are requested to provide the following documents as mentioned in (1.3), within 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "FormF"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)



# Cognizant 

29-Aug-2019
Dear Vontela Anusha,
B. Tech, Computer Science \& Engineering

Avanthi Institute of Engineering and Technology.
Thank you for exploring career opportunities with Cognizant Technology Solutions India Private Limited ("Cognizant"). You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

## You have been selected for the position of Programmer Analyst Trainee

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR 401,988/- This includes an annual target incentive of INR 22,500 I- as well as Cognizant's contribution of INR $19,500 \mathrm{~N}$-towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in Compensation and Benefits. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, dearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. $\mathbf{4 5 0 , 5 0 0 1}$. This includes an annual target incentive of INR 22,5001 - as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in Employment Agreement. 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.

Please note:

1. This appointment is subject to satisfactory background verification inducing 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or dedine the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant
2. 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.
3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms critical part of your employment with Cognizant. Your onboarding with Cognizant Would be prioritized

## Cognizant

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Intemship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and cerificicaions as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a onetime Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 Gen Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal onthe job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projectsholes.

We look forward to you joining us. Should you have any further questions or clarifications, please log into http Ilcampus2Cognizant.cognizantcom

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.


Maya Sreekumar
Vice President - Human Resources
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:
Date:


Avanthilnstitute of Engg. \& Tech
Guntihapally (V). Abdurlapurmet (MaI) R.R. Dist
RI'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600097

# Cognizant 

## Compencation and Benentis



As an associste you are also entilied to the following addilional beneflis:

- Fisathg Medical Irsurance Coverage
* Round the Clock Growp Personal Accident Insurance coverage
- Group Term Life Iesurance
-Employees' Compensation Insurance beneflt as per the Employees" Compensation Act, 2010
* Gratulty, on separation after 4 years and 240 calendar days of continuous service, payable as per

Payment of Grathly Act

## Leave \& Vaoation:

* From the Date of your Joining, you will be entifed with the below mentbred leaves as per your ellglbilty In line with the statutory requirements. You shall be entiled to avall the leaves orly with pilor approval from your Marager

| 21 No | Category of Leave | No. of leave days |
| :---: | :---: | :---: |
| 1 | Eamed Leave | 18 |
| 2 | 3ick Leave | 12 |
| 3 | Casual Leave | 6 |

[^17]PRINCIPAL
Avanthi Institute of Engg. \& Teeh
Guntihapally (V). Aboullapurmef (MdII) R.R.Dist
RI'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600097

## Provident Fund Wages:

* For the purpose of computing PF Wages to Provident Fund, Pension Fund $\&$ EDLI Acheme, FF Wages shall be Monthly Gross Ealary as per Arnewure A of thls letter excluding "Advarce Statutory Bonus" is "House Rent Allowance" will be considered. This does not Include payments made through "Special Payout.
* Determinatlon of PF Wages for the purpase of contribution: PF contribution shall be payable on the earned PF wapes or PF wages as per this letter, whichewer is lesser


## Employees state incuranos:

* Ellgidilty to Eai shall be declded by deducting the Advanced 3tatutory Eanus, Employer PF a Eal contribution from the monthly Gross Compensation (AGCH12) as per Annexure A of this letter.
- Monthly Eal contribution will be computed on tatal remuneration pald to an Associste in a particular month which Includes any recurthy (or) adhoc special payouts during the month.
- E8I shall be continued 11 end of the contribution perlod (Apr to $\operatorname{sep} \mathrm{a}$ Oct to Mar), $\mathbf{Y}$ the Associate contributes even for ane morth in the sald contribution perisd.
* Flexble Benent Plan: Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that sults you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefts
2. Redethe your salary structure within prescribed guldelines
3. Optrize your earings

- Inoentive Indiastion: Incentive amount may be Higher, lower, or all as per the terms described hereh The incentive program is discreflonary, subject to change, and based on Individual and company performance. Et is prorated to the duration spent win Cogrizant incla for the calendar year and will be pald to you only If you are active on Cogntzant's payroll on the day of incentive payout.
"Advanoe Statutory Bonuc is In live with the provisions of Payment af Borvs Act, 1965.
Nota: Any statutory revision of Provident Fundresi Contribution or any other similar statutory benefts will result h a change in the Net take home salary and the Annual Gross Compersation will remaln the same. Cognlzant has made this offer in good falth after expending significant tire and resources in the hiring process. We hope you will joh us, but appreclate your raght to pursue another path. Your formal commtrment to joining us forms the basis of further planning and cllent communkaton at Cognizant ir you renege on the commiment and decide nat to Join us after sloning the affer lefter, Cognizant reserves the night to not conslder you for future career apportunttles in the company. We laok forward to welcoming you to Cogrizant.



# Cognizant 

## Employment Agreement - Cognizant Technology solutions India Private Limited

This Employment Agreement ("Agreement) is made effective as of $\qquad$ between:

Cogrikart Technology Pdtutlons India Private United, a company Incorporated under the Companies Act, 1556 with ts repgttered once at 5/535, Cxkdam Thoralpaikam, Old Mahaballpuram Road, Chennai 600096, Tami Wadu, India; thereinafter referred to ass "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the CNE PRRT;

AND
Anita Devare, 22 , residing at (hereinafter referred to as " you', "your' or "yourself, which expression shall unless repugnant to the contest or meaning thereat, be deemed to mem and Include higher help, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the Parties" and indivausly as "Party".

## RECITAL:

WhEREAS, you destre to be employed by the Company and the Company has made an employment after (Employment offer Letter") to you and In pursuance themed deshes to employ you on the terms and conditions set forth below.

NOW, THEREFORE, In consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment whin Cogrtwart:

## 1. Duties and Recponeliblitioc

a. You agree that at all trues during your employment with Cognizant, you wilathtily, Indushourly, and to the best of your skill, ally, experience and talent, perform any and all of the duties required of your position. in carping out these duties and resporstbillies, you shall comply whin all polices, procedures, nils and reputations, both written and oral, as ave announced or Implemented by the Compery from time to time, and shat honour and comply with all miles and statutory requirements under applicable law as amended for the to time, In letter and spirit.
h. Your unprofessional behmior or misconduct h valuation of Cogrizants Code of Bushes Ethics ardor other organisational policies shall emilie the Company to take approptate dbctplnary actoris) Induing termination of your employment.
c. You shat, at all times, mortal saltstactory performance and upsil yourself in accordance with the bushes requirements of the Company. Urastistactory or poor pertorrarice shall entitle Company to take appropitate disciplinary aclon(s) including termination of your employment.

## 2. Phase of Employment

You will be employed at any one of Cogrizants offices as per business requirement The Company reserves the Hight to transfer you on a temporary or permanent bask to the other office locations, functions or departments with the company andior other afllated entitles and assign such other duties as may be deemed it in the rterest of the Company. The Company also reserves the right to require you to work remotely for time to time as per bushes needs or government mandate.

## 3. No Alternate Employment, No Conflict, Elea.

Dutng your employment with the Company, you shall not, whout the Company's pilor writhen consent, directly or indirectly employ or engage with any other person, busies or entry, whether or not for any gain or profit, Irrespective of whether it is duty or outside your hours of work in the Company. Adoltorally, you are not allowed to undertake any other gastrin employment, engagement, bistres, assume any public office or patvate ante, honorary or remunerative position, without prior witter permission of the Company. Dutrg your employment with the Company, you shall not directly or Inclvectly engage In any conduct in conflict with or averse to the best interests of the chmpary, as determined by the Company at its sole discretion. In adoption, you shall not decile delvige or binging to Cogntarets

PRINCIPAL

## Cognizant

systems or offles, your prifor employer's andfor thelr cilents" propritetary or contidertisl information, or volate any agreement or obligatlons that you have with them.

## 4. Confidentlality

a. Durting the course of your employment with the Compary, you shall have access to infonmailon andor documents of the Company, Its antlates, tis cilents or certain TIrd partes' (with which the Compary has ary dealingsh which Intormaton andior documents are plyate, bustress senstive, contidertisl andior proprietary (oogether, the "Conthiertlal Informaton"). You are obllged to keep the Confidential Information as secret and must not, whout prior and speainc writien permission from the Company, dedsase ary such Intormaijon, recelved form whatever source and however you may leam k , to any person or tifird party-
b. Any breach of your confldentialty obllgathons as spectied above may be a cause for teminaiton of your employment whth the Compary, besides the Compary's enttiement to Intlate legal action against you for such breach. The oblgators imposed upon you under this clause 5 will survive even aher cessation of your employment with the Company.
c. You shal rot taike coples of ary Contidental infomation for your own purposes whout prior permisation of the Compary and forthulth upon termiration of your employment with the Company, you shall rebum to the Compary all such coples of Conflidertal information Including but not Imbed to documents, records and accounts in wry form proluding electrankc, mecharical, photograpeic \& optical recondingl nelaing to matters concerring the business or dealligs or affass of the Compary.
d. You shall not, dutrg your employmert with the Compary and at al times theveater, do or say anything that may cause direct or Indiect damape to the bualness of the Compary, Is afflates or their clients:
e. You shall be govemed by Cogritart's Sodal Medla Pollcy and shall, at ail tmes, retralh from posting potenthally mallclous, tbelous, obscene, poltical, anth-social, sbusive, and treatering messages or dilsparaging clents, associstes, compettors, or suppllers or ary tird parties.
f. You will not make any talse, defamatory or dlsparaging statements about Cogrizant, ts clents, or ary other employees or olvectors, Irespective of whether any such shatemerts are likely to cause damage to ary such ertivy or person.
a. The Compary reserves the ingt to requte you to slon contlientiolty and non-disclosure agreements wth ary cilents on whose project you we belng asslgned on behali of the Company.

## 6. Data Proteotion

By slgring below,
a. you herehy prowde your consent to Cogrizant, ls alnilates and thel clerts for the holding and processing of your personal data for all purposes of the adminlstration and management of your employment andor the Campary's business,
h. you herehy provide your consent to your personal data Indualing any senstiwe persoral data or Intomaton being collected and the stme belng transterred, stored andior processed by Cogitamt In Inda and ary other countiles where Cogrtzant, ts afllates and thetr clents have offices,
C you agree that Cogrlwart and Is amilates may make such data avallable to its advocs, service prowders, other agendes such as pension providers, medical, hourance proilders, payroil admintstrators, background verficatton agendes and regulatory authorties,
d. you have the Aght to amend, modify or atter your personal intormation. The Compary wili evercise all reasonable allgence for safoguarding your personal Information, as has been daclosed by you. its dattled that the obligaton will rot be applicable In case of legally requined olsciasures, and
e. you acknowledge and sgree that Company may, In the course of its bushess, be requred to disdose personal data relating to you, affer the end of your employment to any prouplstatutory bodeslauthorties as required under appllicable lawhequirementa.

## 6. Worl Sohedule

a. The Comparys norral woning hours shall typlcally comprise of rine (9) hours per cay, exdualve of ary applicable bresk, subjed to tre limit of dally working hours, as presarbed by the appllicable laws. The Compery may require you to work for extended workhy hourshtisy Induding weekends, depending on the project requirements, bushess exlpendes anoibr for consclertlous and complete performance of your dufles and responalbities towards tre Company, sublect to the lintt of working hours as prescrbed by the applicable laws. Ary changes made to the Compary's wondng hours thall be notned to you
b. The Compary may, at lis olscretion, vary the normal worldng hours or days for any employee or class of employees or for all the employees based on profect requirements, Compary polldes and prevalling laws, as may be appllcable from tme to tmehn consonance with ary applicatle laws for the time beligg in force. Ary changes to be made to the above work timings or days shall be made by the Company at lss sole dilscretton and rotifed to you in savance.
c. The Company may also requike you to woris on a shit basks. The stitd moy be scheduled acmos 24 hours a day, 7 days a week and 365 days a year. The shtt tmings may chato prondppt the as per

# Cognizant 

ary Compary pollcy and which will be notiled to you in advance.
d. Your offce timigs shal be morltored by the Compary trough appropitate systems A processes, as updated from tire to tire and you shal ensure complance to the processes and polides at all imes.

## 7. Busolgground Cheole

Vour employment with Cogrtast is condilonal and sublect to sattstactory baciground and reference check In line with the Company's polky. An Independent agency may conduct Ittemal and edernal bsckprourd checks, for which you provde your corsent. The Comparys offer of employment andior conthued employmert ts subject to sattractory background veffcation report.

The Company shal be entiked to withoraw is employment ofter If the background veification checks reveal unfovorable results at any time. Sirilary, In case if your backgrourd vertication report is found to be untavorable or unsuccesstal after you lolntg te Company, then the Compary reserves the fight to terrinate your employment Immedately.

## 8. Compllanoe with Company Pollolos

As a condilon of employment with the Compary and ass part of your joining formaities, you are required to comply or execute the following Compary apreement ard attest your understarding and acherence to following Compary polldes:

## I. P Asalgnment Acreement

il The Code of Bustiess Evics
1L. Acceptable Use Follcy and Sodal Meda Pollcy
IV. Dress Code Fallcy

Additionally, you will also be governed by other appllable Compory rules, processes, procedures and pollcies as may be drafted, enforced, amended ardifr athered trom time to the and which are not specticaly mertisned in thls Agreement. The applicable nies/ processes/ procedures/ polides are apalitable on the Compary's Itranet and you are expected to go through the same caretily as a conction of your employment. For ary darincation In relation to applicable pollices, guldelines, processes, please reach out to your HR Talent Maraper. It is your responsibilty to keep yourself informed of any and and chances made by the Compary to such polickes from trme to ime. Iat ary tme durng your employment whin the Compary, you are found In vilastion of ary applicable rules, processes, procedures or poldes of the Compary, the Company reserves the rhaht to take dlactilinary actlon agalnst you, Including fermitation your employment whout notice period.

## a. Mon-Compete and Mon-Mollolt Rectriotlonc

Dutng the term of your employment with Cognlast and untll two (2) years ater the termination of such employment, you will not directly or indrecty, elther as an rolliddual on your own account or as a partner, emplojee, consultant, adstsor, agent, contractor, olvectar, tuatee, commbtee member, office bearer, or shareholder for in a slmilar capacly or functiong, (a) sollct, athempt to solict, contact or otherwise encourage ary employee to leave the Compary's employment, क) solict buiness fom competion(s) or dient(s) of the Compary or (c) be employed or engaged wth any competion(s), or (d) be employed or engaged with ary clertisi of the Company with whom you have interacted or worked in a professional capacty representing the Company during the sta (6) montha preceding the date of temmation of your employment.

## 10. Reprecentations and Warranties

## By slgnlyg below,

a. you warrant that your employmert with the Company does not and will not volate or otherwise conflict wh ary sgreemert (oral or otherwise) to which you are or have been a party and that you possess all the requiste pernts, woris visas and deararces to be able to lawtlly and rightily employed In Indla wht the Compary under the tems of tits Agreement;
h. you warrant that you have satstactorty completed all of your collpations under any emplayment contract or other contract or agreement with ary companyles), persoris) or entifles) Trat prevlousy emplayed or contracted wth you and that any prevous employmert cortract anflor helationships have feminated andior explnod pritor to the effective start date of your employment at the compary and you have all the requiste power and suthorty, and do not require the consent of any tith PR Compary;

## Cognizant

c. you represent and warrant that you shall not bing Into Compary premises or nystems (or use In any marner) ary thim-party documents (regardess of medla) or matertals (Induding but rot Intied to proprietary irtomation or trade secreta, or any such documents or materiaks of your prevlous employer, whrout whtten perribsilonshapprowals form such previous employer or thrd partez; and
e. you represent that unless authorized by the Compary In wiling, you shal not slon any contact or agreement that thinds the Company or creates any obllgalion (financlal or othewise) upon tre Company.

## 11. Indomnity

You agree to lndemrity and hold hanmess the Compary and its amlates fom and agalnst ary and all dikect or Indirect losses or damsges, Intury or lisolity for a dalm of damage, loss or Intury to person or property. suffered or suatahed by Company and lss aftlates which is attroutabie to you, resuifing from ary of your act or onfssion inespective of whether it constivtes a breach of the tems of your employmert or negllgent performance of your dutles as expected fom you while In employment of the Compary-

## 12 Eucinecs Engagament, Learring and Devolopment and Propoot Deployment

In order to ensure that you are filly equlpped to adapt to the demanding needs of our dients, the Compary has several pollcles and processes relating to deployment of employees to projects, Career firchtechre program, pertormance evaluation, learning and developmentinainings and avenves of up-sdiling. As a conaltion of your employment whth the Compary, you are resporsible for upsidiling yourself to make yoursel ellofile for appropiate businessiclent projects, thereby promoting the spitt of mertocracy and career development with the gool of prowiling worlardass sevices to our clents. Therefore, you sholl adhere to and meet the obllgations under all such pollides and processes, Inclualing the Assochate Deployment Fool Foilcy and those that may be changed by the Compary trom Ine to tme.

## 12. Unauthortzed Abcenno

If you are absert foom work for a contruous perfod of 3 days or as preacrlbed by appllcable laws, whout the prtor witten consent from your acprowng authorty, it will be construed that jou have volurtarly atuandored your employment with the Compary. The Compary shall be entiled to take approprtate diluctithary actionis) against you as per the Company's Jot Abandonment Pallcy.

## 14. Retiremant

You will automaticaly rettre from employment with the Company on the last day of the morth in which you athain the age of tity-eloht ( 55 ) years. It is hereby ciarined that the Compary reserves lis ight to change the retherent age at lis sole dacretion.

## 15. Termination of Employment

a. The Compary may terminate your employment at any time with or without assigning any reasons by prowaling 90 days' advance notice io you by paylng you pro mata salary $h$ lieu of ary notice or balance notice perfod. You may resign or terminate your employment with the Company by proilling 90 days' advarce ratice to the Company. When you serve notice to resign from the employment of the Compary, the Company may at its sole discredon, allow you to pay salary in lieu for the nollce pefod; andior axdust the vacaton sccumulated towards part of the notlce pelod.
b. Nobilistanding the aforesald or aryting else to the contrary, the Company may, at its sole dilscretion, suapend, lay off, dismlas, dscharge andior teminate your employment whth Immediate eifect by a notice in witing (whrout any notice period or salary in lieu of any notioe pertod) in the event of your.

- Maconduct, as prowided ha Msconduct and Discipllary Action Follcy
- Non-sacherence to Assodare Deployment Pool Pollcy
- Volation of Sodal Meda Pollcy or Contlict of Interest Policy
- Breach of integrty, or embezalement, or mlangproprtation or misuse or causing damage to the Company
s assertproperty or reputation
- Insubordination or falluve to cornply with the alvections given to you by persons wo authorized
- Insolvency ar corsition for any aftence Imolithg monal turphude -
- Ereach of ary terma or conditions of the Agreement andlor Companys pollides on pher Cbechments or dilections of the Compary
- Volation of non-alsparagement obigations


# Cognizant 

$v$

- Conduct, which is reparded by the Compory as prejudiclal to is own interests or to the interests of is dient.


## 18. Daputation, Accignment and Trancior

The Company may second, depute or asslgn you to wart wha ary of lis afflates or transter your sentces to any group company worldulde. On ary such secondment, deputation, assignmert or tansfer of your employment, Te Compary andhor anflate may requlre you to ston the applcable Oversess DeputationI International Employment Aquemertis) of the spectlc county, based on the polldes of the Compary.

## 17. 8 urvival

Clauses 5, 6, 10 and 12 and ary ofer chuses, with by their rature are expected to sumve, shall all surve the temration of your emplopment (for any reason) ard shal cominue to apoly to you even after cessation of your employment whithe Compry.

## 1B. Dicputa Recolution and Governing law

The Fartes shall make best eftorts to sefle by muhal condlation any daln, dispute or controvery (Dlispute") arthrg out of, or in relation to, this Apeement, Indualng any, Dlspure wfh respect to the edeberce or vallolly hereot, the interpretaiton hereot, or the breach hereot. Tht Agreement and your employment with the Compary shall be govered and irterpreted In accordance to the laws of holla and the cours in Chennal onty shall have eactushe Jutadeltion over ary Dispute. Nowtrationding the aforesuld, the Compary shall be ertiled, h adilion to all cther reredes, to ary interm rellef induilng but. not Ithed to an infuncilion, whether ittelvotory or peilrinary, restraning any breach of the provsions of thls Agreement.

## 11. Genoral

This Agreement and your emplomert is personal to you and you cannot asshon, subcontract or transter your fofts or obligations hereinder to any other peson or entity. Wo delly or fallue by Compary to exerdse ary of is powers, intts or remedes unter thts Agreemert or ctherulse will coerate as a walver of such powes, fights or remedles. If any provilon of fits Apeement is held by ary competent autholty to be lwalld or unentorceable, the valloly of the other remaling provisiors of the Agreement shal not be aflected. You shal not make any announcement concering Company, lss afllates and thelr employees, contractres or dients without Compary's pror witien consent and you shal not use ar dadose fre name, traderatk domaln name, serite mark, logo or ary oher intelechal property of Compary and its amlates and ther erployees, contractors or dilents.
Thls Agreervent, bgether whit the agreewerts and poldess of the Compary, Employmert Ofer Leter (and ary aftachments thereto, are fee evcluake and entire agretwent between the Parles rekithy tols subject matier, and supersedes al pror and contemporaneous dibcussiors, agreemerts, nepodafors, represeriallons, and proposals relaitig to the subject matier hereat.
You shal be requind to treat the terms of tils Agreement as strifily confdentisl. The Compary reserves the sole njpit to change ary tems ar condtions provided in trls Agreemert based on spplicable laws or bushess expencles.
IN WTNESS WHEREOF, the Parties hereto have duly execubed tht Agreerrert as of the day and year fist above withen

Cognizant Teohnology 8olutions India Pituate Limitisd Dame of Employed]


# Cognizant 

29-Aug-2019
Dear G Manasa,
B.Tech, Computer Science \& Engineering

Avanthi Institute of Engineering and Technology.
Thank you for exploing career opportunities with Cognizant Technology Solutions India Private Limited ("Cognizant"). You have successfilly cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

## You have been selected for the position of Programmer Analyst Trainee

During your probation period of 12 months, which includes your training program, you will be entited to an Annual Total Remuneration (ATR) of $\operatorname{INR} \mathbf{4 0 1 , 9 8 8 1}$ - This includes an annual target incentive of INR 22,500 I- as well as Cognizant's contribution of INR 19,5001 -towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detaled in Compensation and Benefits. Your compensation is highly corfidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, dearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. $\mathbf{4 5 0 , 5 0 0 1}$ - This includes an annual target incentive of INR 22,5001 - as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

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

Please note:

1. This appointment is subject to satisfactory background verification including 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or dedine the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer valicity will be at the sole discretion of Cognizant
2. Prior to commencing employment with Cognizart you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.
3. Prior to joining Cognizant, you must successfully complete the preseribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capabiity development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until ypu join Cognizant. This forms a citical part of your employment with Cognizant. Your onboardingo with Cagnizant weuld be pricitized

## Cognizant

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Intenship:

a) Cognizant Intemship is for approximately 3 to 6 months based on business skling requirements. The performance during Intemship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, errolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action inctuding the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skiling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projectshrcles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https:/lcampus2Cognizant.cognizantcom

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.


Maya Sreekumar
Vice President - Human Resources
I have read the offer, understood and accept the above mentioned terms and conditions.
Signature:


Rl'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600097

# Cognizant 

## Compencation and Binalits



As an assoclate you are also entilied to the followty addilisnal beneftis:
*Fisating Medical Insurance Coverape

* Round the Clock Group Personal Accident hsurance coverage
* Group Term Life Irsurance
*Employees" Campensation Insurance benent as per the Employees' Compensation Act, 2010
* Gratulty, on separation atter 4 years and 240 calendar days of continuous service, payable as per Payment of Grabily Act


## Leave \& Vaeation:

- From the Date of your Joining, you will be entifed with the below mentloned leaves as per your ellgiblity In line with the statutory requirements. You ghall be entiled to awall the leaves only with prior approval from your Manager

| SI No | Catepory of Leave | No. of leave days |
| :---: | :---: | :---: |
| 1 | Earned Leave | 18 |
| 2 | alch Leave | 12 |
| 3 | Casual Leave | 6 |



## Provident Fund Wages:

* For the purpose of computing PF Wages to Provident Fund, Pension Fund 3 EDLI scheme, PF Wages shall be Monthly Gross Salary as per Arnemure A of tels letter excluding Fhdvance Statutory Bonus" is "House Rent Allowance" will be considered. This does not include payments made through "Special Payout.
* Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser


## Employees state Incuranos:

- Eligibility to Eel shall be decided by deducting the Advanced Statutory Bonus, Employer PF a Ea contribution from the monthly Gross Compensation (AGCA12) as per Annexure A of this letter.
* Monthly Esl contribution will be computed on fatal remuneration paid to an Associate in a particular month which includes any recurring for) adhoc special payouts during the month.
- E8I shall be continued 41 end of the contribution period (Apr to Sep a Oct to Mar), $\mathbf{Y}$ the Associate contributes even for ane month in the said contribution period.
* Flexible Benet 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. Redethe your salary structure with prescribed guidelines
3. Optime your earnings
" Incentive Indloation: Incentive amount may be Higher, lower, or all as per the terms described hereh The Incentive program is discretionary, subject to change, and based on Individual and company performance. It is prorated to the duration spent with Cognizant Inca for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of Incentive payout.
"Advanos Statutory Bonus is in lIne with the provisions of Payment of Bonus Act, 1965.
Note: Any statutory revision of Provident Fundresi Contribution or any other similar statutory benefits will result h a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good fath after expending significant the and resources in the tiring process. We hope you will John us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basks of further planning and client communkaton at Cogrlant. $\mathbf{E}$ you renege on the commitment and decide nat to Join us after signing the offer letter, Cognizant reserves the night to not consider you for future career opportunities in the company. We look forward to wekoming you to Cognizant.


Avanthi Institute of Ing. \& Tech
Guntihapally (M). Abdutlapurne( (Mil) R.R. Dist

# Cognizant 

## Employment Agreement - Cogrleant Teohnology Solutione Indla Private Limited

This Empldyment Agreemert ("Agreement) is made eflective as of $\qquad$ between:

Cogrisart Technology Adivitons Inda Filvate United, a compary Incorporated under the Companies Act,
 606096, Tanll Nadu, Indla; therehafier referned to as "Company" or "Cognteant" which expression shall uniess repugnant to the conteat or meaning thereof, be deemed to mean and include its successors and asslorsy of the CNE PART;

AND
Arkita Devare, 22, resking at $\qquad$ Therelnater referred to as " you", your" or "yourserf, which expression shall uniess repugrant to the cortect or meaning theveot, be deemed to mean and Include hisher helss, evecutors and admitstrators) of the CTHER PART.

The Compary and you are, wherever the context so requikes, herelnafter collectively reterred to ss the "Parthes" and inchiviually as "Party".

## RECITAL:

WHEREAB, you destre to be employed by the Company and fre Company has made an employment otter ("Employment Offer Lether') to you and in pursuance thered destres to employ you on the tems and conctilons set forth below.

NOW, THEREFORE, in arsideration of the mutual promises, covenarts and conditions set forth herein, the Partes hereto mutually agree to the below mentoned terms and conditions governhy your employment wh Cogrlzant:

## 1. Dutiec and Recponeliblitioc

a. You agree that at all tmes duing your employment with Cogntzant, you wili falithey, industously, and to the best of your sill, abily, experlence and talent, perform any and all of the duties reculred of your postion fin carying out these dutbes and responstiblities, you shall comply with all polldes, procedures, rutes and requations, both withen and oral, as are announced or implemented by the Company from the to tme, and shall honour and comply with all niles and statury requirements under appllcable law as amended form the io ime, in letter and spitt.
b. Your unprofessional behmior or mbconduct h volation of Cogrizants Code of Business Eincs ardibr other organksational polldes shall entile the Compary to take approptate dactolinary actoris) Inchuding terminafion of your employment.
c. You shall, at al Imes, malrtah sathstactory performance and upsili yourseff in accordance with the bualress requirements of the Compary. Unastistactory or poor pertormance shal entite Corroary to take approprate disdill nary actoris) incluahg terminaston of your employment.

## 2. Pisos of Employment

You will be employed at any one of Cogrizants offices as per bushess nequinment The Compary reserves the Hght to transter you on a temporary or permanent basts to the other uffloe locations, functions or depariments witth the Compary andior cther amlated entiles and asalgn such other duttes as may be deemed it In the rterest of the Campary. The Compary also reserves the indt to requle you to work remotely from time to time as per bushess needs or governmert mandate.

## 1. Wo Athornate Employment, No Confliot, Eba.

Dutng your employment with the Compary, you shall not, whout the Company's prise wiften corsent, directy or Indrectly employ or engage whth any other person, bushess or entity, whether or not for any galn or proft, Imespective of whether it is duthg or cutside your hours of work in the Compary. Fdaliforally, you are not allowed to undertake any other galrtil employmert, engagement, bustress, assome any public oftoe or private offce, honorary or remunerative poation, whout pror witien permeston of the Compary. Dutro your employment with the Company, you shall not clvectly or Inclvectly engage in any conduct in contict with or averse to the best Irgerests of fie Compary, as determined by the Compary at its sole delscretion. In adotion, you shall not disfores, ofulpe ar binto on to Cogntarts

PRINCIPAL

## Cognizant

systems or offices, your pritor empobyer's andor thel dients' proprietary or conflidertial informallon, or wolate ary agreement or obilgalibons that you have with them.

## 4. Conflidentitality

a. Durtng the course of your employment with the Compary, you shall have access to Intonmaion andor docurvents of the Compary, tts afllates, Is cllents or certain Tildi portes' (hith whtch the Cormary has ary dealingsh, which Intormation andior documents are private, buainess senstive, confidentsal andior proprtetary (logether, the "Comfldertial Intormallon"). You are colloed to keep the Confidental Information as secret and must not, whout prior and spedilc writien perrission from the Company, disclose any such Intormation, recelved trom whatever source and however you may leam $\mathbf{E}$, to any person or infrd party-
b. Any breach of your confldentally obllgatlons as spectied above may be a cause for teminaton of your employment with the Compary, besldes the Compary's entilement to Irtitate legal action against you for such breach. The oblgestors imposed upon you under thls clase 5 will survive even after cessation of your employment with the Company.
C. You shall not take coples of ary Contidentid Infomation for your own purposes without prisr perrisation of the Compsry and forthwith upon termination of your employment with the Company, you shall refum to the Corppary all swch coples of Contidential Information Including but not Irvhed to documents, records and socounts in ary form prolualng electronk, mecharical photographic a optlcal recordingl relaing to matters concering the business or ceallings or atfals of the Compary.
d. You shall not, dutrg your erployment with the Compary and at all tmes thereater, do or say anything that may cause direct or Indiect damape to the bualness of the Compary, tis afilates or thelr clients.
e. You shall be governed by Cogrikarts Soctal Meda Follcy and shall, at all tmes, refralh from posing potertialy mallclous, tbelous, obscene, political, ant-social, abusive, and treatening messages or dilsparaging cilents, associates, competions, or suppliers or any tird parties.

1. You will not make any talse, defarnatory or clsparaging statements about Cogrizant, ths cilents, or ary other employees or drectors, lrespecive of whether any such statements are likely to cause damage to any such entiy or person.
2. The Compary reserves the right to requte you to slon conflientalty and mon-disclosure agreements wth any cilents on whose project you sove beling asslgned on behalit of the Company.

## 6. Data Proteotion

By slgring belsw,
a. you herehy provide your consent to Cogrizant, las aflitutes and thelr clients for the holding and processing of your personal data for all purposes of the adminlstration and management of your employment andor the Compary's bushess,
b. you hereby provide your consent to your personal data Indualng ary serstime persoral data or Intormaton being collected and the stame being transtered, stored andor processed by Cogntwant in inda and ary other countiles where Cogntzant, tis afliates and thel cllents have oflces,
c. you agree that Cogntwart and Is athlates may make such data avallable to its admaors, service prowders, other agencles such as pension providers, medical, Irsurance providers, payroll admintstrators, bsckpround vertication agendes and repulatory authortles,
d. you have the Aght to amend, modify or atter your personal Intormation. The Compary will exerctse all reasonable olligence for satoquaring your personal information, as has been daclosed by you it is clattled that the obllgaton will not be applicabie In case of legally requined alsclosures, and
e. you acknowledge and agree that Company may, In the course of lts business, be requked to dacdose personal daba relaing to you, after the end of your employment to any orouphtatitory bodiesfauthortios as required under applicable lawhequirements.

## 6. Worl Eshedule

a. The Compary's nomal wonding hours shall typlcaly comprise of nine (9) hours per day, exclusive of ary applicable treak, subject to the Intt of dally working hours, as presofteed by the appllicable laws. The Compory may require you to work for extended workhy hourshisys Inclualng weekends, depending on the profect requirements, bushess exigendes andibr tor consclentlous and complete performance of your diffes and resporgibllites towards the Company, subject to the Imft of working hours as prescribed by the applicable laws. Ary changes made to the Compary's wonding hours shall be nothed to you.
b. The Compary may, at lis discretion, vary the normal warking hours or days for any employee or ciass of emplojees or for all the employees based on profect reculements, Compary pollides and prevalling laws, as may be appllcable from tme to itmef consonance with ary applcable laws for the the belng in force. Ary changes to be made to the above work tininge or days shall be made by the Company at ls sole discretion and notined to you in sedvance.
c. The Company may aso require you to work on a shint basts. The shits may be schedofied acruss 24 hours a day, 7 days a week and 365 days a year. The shit Unings may chorppotom tive to time as per

## Cognizant

ary Company pollcy and witich will be nottied to you In advance.
d. Your oftce things shall be montored by the Compary trough aporopitate systems \& processes, as updated from tree to tree and you shall ensure complance to the processes and polides at all imes.

## 7. Buokground Cheole

Your employment with Cogrizant is conditional and subject to sattsfactory background and reterence check In Ine with the Company's pollcy. An Independent agency may conduct Itemal and edernal backgrourd checks, for which you provide your consent. The Companys offer of employment andor conthued employmert is subject be sathractory background vefficallon report.

The Company shal be entiled to withoraw Is employmert ofter If the background vefficatlon checks reveal unfoverable results at any Ime. Bimilarly, In case if your background verifcation report is found to be untavorable or unsuccessta after you jolntg te Company, then the Compary reserves the inght to teminate your employment Immedately.

## a. Compillanoe with Company Polloter

As a condifon of employment with the Compary and as part of your joining formaliles, you are requiked to comply or execute the following Corpany agreemert and aftest your understanding and acherence to following Compary polldes:

1. P Assignment Agreement

IL The Code of Bushers Erics
IL. Acceptable Use Follcy and Soctal Media Pollcy
IW. Dress Code Follcy
Additonally, you will also be poverved by other appllcable Compary rules, processes, procedures and pollcles as may be drafied, enforced, amended ardifr ahered from the to the and which are not specticaly mertioned in this Agreement The appllcable nies processes procedures polldes are avalable on the Compary/s Itranet and you are expected to go trough the same caretly as a condtion of your amployment. For ary dartication in relation to applcable pollcies, guidelines, processes, please reach out to your HR Talert Manager. It is your responatbilty to keep yourself Informed of any and all changes made by the Compary to such pollcies from the to ime. II at any time during your employment whit the Compary, you are found In volation of ary applicable ries, processes, procedures or polldes of the Compary, the Company reserves the right to take daciplinary action agalnst you, including temination your employment whout notice perlod.

## Q. Mon-Compete and Mon-Bollolt Rectriotlons

Duting the term of your employment with Cognlzart and undl two (2) years after the temination of such employment, you will not drectly or Indirecty, elther as an Indlibdual on your own account or as a partner, emploget, consuttart, adisor, agent, contractor, olvector; tuatee, commithe member, office bearer, or shareholder for in a slimiler capactly or functoni, (a) solldt, amempt to solldt, contact or otherwise encourage any employee to leave the Compary's employment, (b) sollct bushess fom cormpetion(s) or dientis) of the Compary or (c) be employed or engaged whth ary competion(s), or (d) be employed or engaged with ary dientis) of the Company with wham you have Interacted or worked in a professlonal capsolty represerting the Company during the sta (6) montre preceding the date of temination of your emplyyment.

## 10. Reprecentations and Warranties

By skrifg below,
a. you warrart that your employment with the Company does not and will not holate or otherwbe confict whin ary agreemert (oral or otherwise) to which you are or have been a party and that you possess all the requiste pemits, wort visas and dearances to be able to lawtily and rightflly employed in Inda with the Compary under the terms of tils Agreement;
b. you warrart that you hove satstactorly completed all of your cbllpations under any employment contract or other contract or sgreement with any company(lesk, persorisi) or enitilesi) fat prevlousty employed or contracted with you and that any previous employment contract andor relationships have teminated andfor explind prifor to the effective start date of your employpment at the Compary and you have all the requistie power and suthorty, and do not requle the concen gi ayy fher-partyto be employed wth the Compary.

RI'qd. Office: $115 / 535$, Old Mahabalipuram Road, Okkians in itute of Engg. \& Tech
c. you represent and warrant that you shall not bihg Irfa Compary premises or systems for use in ary marner) any thint-party documents (regaroless of media) or matersts (including but not Intied to proprletary information or trade secretsh or any such documents or matertals of your previlous employer, whout withen permbsilonshapprowals form such puevious employer or thid parties, and
e. you represent that unless authorized by the Compory In witing, you shal not sign any contract or agreement that binds the Company or creates any obllgailon (financial or othewise) upon the Company.

## 11. Indiomnity

You agret io indemrily and hold harmess the Compary and hs atliates fom and agalnst ary and all dilect or Indirect losses or damages, Infury or lablity for a dalm of damage, loss or Inlury to person or property, suffered or suatahed by Company ard ls afllates which ts atirbutable to you, resuifing fom ary of your act or onfision inespective of wheher it consthutes a breach of the terms of your employmert or negligent performance of your duttes as expected tom you wilie in employment of the Compary.

## 12. Bucinecs Engagement, Learring and Development and Profoot Deployment

In order to ensure that you are fily equlpped to adagt to the demanding needs of our dients, the Compary has several pollches and processes relating to deployment of employees to profects, Career Archtiecture program, pertormance evaluaton, learring and developmentitninings and avenues of up-skiling. As a conaltion of your employment with the Compary, you are resporsalble for upsililing yoursel to make yourset ellglile for appropiate businessicient projects, therehy promoting the spltt of mertocracy and career development with the goal of prowalng work-dass serkles to our clents. Therefore, you shall adtere to and meet the oblogations under all such pollies and processes, Including te Assochate Deployment Pool Follcy and those that may be changed by the Compary from Ime to tme.

## 12. Unauthortaed Abcanos

If you are absert from work for a continuous perlod of 3 days or as prescribed by appllcable laws, whout the pritor witten corsent from your approwng autronty, it wil be conatrued that you have volurtarlly abandoned your employment wh the Compary. The Compary shall be entiled to take approprtate dilactilnary actionis) agalnst you as per the Company's Job Abandonment Pollcy.

## 14. Rotirament

You will automatcally rethe fom employment with the Company on the last day of the morth in which you attain the ape of tity-eldit (58) years. It is hereby darined that the Compary reserves its ight to charge the retiemert age at lis sole dlbcretion.

## 15. Termilnation of Employment

a. The Compary may terminate your employment at any time with or without assigning ary reasors by provaling 90 days' advance notbe to you by paying you pro nota salary in lleu of any notice or balance notice periodi You may resign or terminate your employmert with the Compary by proilalng 90 days' advance natbe to the Compary. When you serve notloe to reslgn from the employment of the Compary, the Company may at ts sole dilycreton, allow you to pay galsy in leu for the nollce pethod; andior adust the vecation accumulated towards part of the notloe pellod.
b. Notwithsianding the aforesald or aryting else to the contrary, the Company may, at Its sole dilscretion, suapend, lay oft, dismbs, discharpe andior terminate your employmert with Immediats ettect by a nothoe in wiling (utrout any notice period or salary In liew of any notice pertod) in the evert of your.

- Misconduct, as prosided In Msconduct and Discipirary Action Pollcy
- Non-acherence to Assodate Deployment Pool Pollcy
- Volation of Sodal Mecola Pollicy or Confilct of Irterest Pallicy
- Ereach of Integrty, or embezalement, or misacpropitation or misuse or causing darnage to the Company' s axsetiproperty or repuration
- Insubordination ar tallure to comply wth the directions ofven to you by persons so authorked
- Insolvency or consiction for any oftence imolihg monal turptivef
- Breach of ary terms or condilions of the Agreement andidy fornpayysyolides or other documents or dilections of the Compary
- Volation of non-disparagement oblilgations

$$
\begin{aligned}
& \text { Avanthi Institute of Engg. \& Tech } \\
& \text { Guntihapally (M). Abdullapurmet (MdIl) R.R.Dist }
\end{aligned}
$$

## Cognizant

- Conduct, whilch is reparded by the Compary as prejudidal to Is own interests or to the interests df is dient.


## 1B. Daputation, Accignment and Tranctor

The Company may second, depute or assign you to work whe ary of is afllates or trarster your senfoes to any group company worddide. On ary sych secondrert, deputation, assignmert or tansfer of your employment, the Compary andor afllate may requre you to slon the acplicable Cumesess Deputaiton I International Emplyjment Areementis) of the spectic county, based on the polldes of the Compary.

## 17. Survival

Clauses 5, 6, t0 and 12 and ary offer clauses, which by their rature are elpected to sumve, shall all surtwe the teminallon of your emplopment (for any reason) ard shall confinue to apply to you even afer cessation of your employment wh the Compary.

## 18. Dicpute Recolution and Governing law

The Parties shall make best eflorts to setie by muhal condlation ary datm, dilspute or controvery ("Dlspute') artaing out of, or In relation th, tils Apreement, Irdualng any Disputs wh respect to the extsterce or vallily herest, the interpetation hereot, or the breach hereat. Thls Agreement and your employment with the Compary shal be governed and interpreted in accortance to the lims of hola and the courts in Chennal only shall have eaduste jurbalction over ary Dlapute. Notwithoinding the

 thls Aqueement.

## 10. General

This Agreement and your emploment is personal to you and you cannot assitn, subcontract or transter your flytes or obllations hereinder to any oher pesson or eritit. No delly or fallure by Company to exerdse any of ts powes, infts or reredes under thls Agreement or ctherwise will coperate as a walver of such powers, fights or remedes. Hany provilon of tis Apreement $s$ teld by ary competent authonty io be fvalld or unentorceable, the valalify of the other remaling provistors of the Agreement stal not be aflected. You shal not make any announcement concering Company, is aftlates and thel employees, contractres or dients whout Compary's pror whtien consent and you shal not use ar dadose fie name, traderark, domaln name, serike mank, logo or ary other intelechal property of Compary and lis aflitates and thel erplojees, contractors or dilents.
Thls Agreement, bgether whit the agreewerts and poldess of the Compary, Employment Ofter Leter (and ary atachments theretn, are fre enclusive and entre agreement between the Paries relathg to is subject matter, and supersedes all pror and contemporaneous dbcussiors, agreements, nepolators, represeriallons, and proposals relaing to the subject mater hereat.
You shal be requind to teat the tems of tils Agreewert as stricty confidental. The Compary reserves the sole right to change ary teris or condtions prowded in thls Foreement based on applcable laws or bushess expencies.
IN WINERS WHEREOF, the Parties hereto have duly executed thit Agreemert as of the day and year first above witter.

Cognizant Toohnology Solutions Indla Pitvabe Limited [Mame of Employot]
algr
Name: Name:
Ruinuiral nate nare
Avanthi Institute of Engg. \& Tech


# Cognizant 

29-Aug-2019
Dear T Santosh,
B.Tech, Computer Science \& Engineering

Avanthi Institute of Engineering and Technology.
Thank you for exploing career opportunities with Cognizant Technology Solutions India Private Limited ("Cognizant"). You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

## You have been selected for the position of Programmer Analyst Trainee

During your probation period of 12 months, which includes your training program, you will be enitited to an Annual Total Remuneration (ATR) of $\mathbb{N R}$ 401,988/- This includes an annual target incentive of INR 22,500 I- as well as Cognizant's contribution of INR 19,5001-towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detaled in Compensation and Benefits. Your compensation is highly corfidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delvery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. 450,5001. This includes an annual target incentive of INR 22,5001-as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in Employment Agreement. You will also be govemed 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.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of $60 \%$ aggregate (all subjects taken into consideration) with no standing arrears in your GraduationPPost-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or dedine the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant
2. 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.
3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below.

At Cognizant, we invest in skill and capabiity development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continule ufth skill building entil you join Cognizant. This forms a critical part of your employment with Cognizant Your-onboarding with Cognizant would be pricitized

## Cognizant

based on the successful completion of same. In event of non-completion of the Internship or Continuous Shill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skiing requirements. The performance during Intemship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a onetime Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 Gen Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skiing needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projectstroles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into htips:Ilcampus2Cognizant.cognizantcom

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.


Maya Sreekumar
Vice President - Human Resources
I have read the offer, understood and accept the above mentioned terms and conditions.
Signature:

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\begin{aligned}
& \text { Avanthi Institute of Engg. \& Tech } \\
& \text { Guntihapally (V). Abdullapurmet MIdI) RR. Dist }
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# Cognizant 

## Compencation and Benente



As an assoclate you are also entitied to the following addilional beneffis:

## *Floathg Medical Irsurance Coverape

* Round the Clock Group Personal Accident insurance coverage
- Group Term Lift irsurance
*Employees" Compensation Insurance benent as per the Employees" Compensation Act, 2010
- Gratulty, on separatisn ather 4 years and 240 calendar days of continuows service, payable as per Payment of Grataly Act


## Lave a Yaoation:

* From the Date of your Joining, you will be entified with the below mentloned leaves as per your ellglbillty In line with the statutory requiremerts. You shall be entitled to avall the leaves only with pror approval from your Mansager

| al No | Category of Leave | No. of leave days |
| :---: | :---: | :---: |
| 1 | Earned Leave | 18 |
| 2 | Slck Leave | 12 |
| 3 | Casual Leave | 6 |

* From date of joining, women assoclates will be entited to matemity leave based on ellptillity as spectiled In the Maternly Eereft Act
- In addilion to the above, as per Cogntzant polky, yod ate elljbeffor child dropotion lewve and paternty leave by adhering to the condifions as spectied in the Cbghtzant India Leave pollcy

> PRINCIPAL

Avanthi Institute of Engg. \& Tech Guntihapally (V). Abdurlapurme (Mddl) R.R.Dist

## Cognizant

## Provident Fund Wage::

* For the purpose of computing PF Wapes to Provident Fund, Pension Fund 3 EDLI Bcheme, PF Wages shall be Monthly Gross Balary ss per Annewure A of thls letter excluding "hdvarce Stabutory Bonus' is House Rent Alowance" will be consldered. Thls does not Include payments made through "Epecial Payout.
* Determiration of PF Wages for the purpose of contribution: PF contribution shall be payable on the earred PF wages or PF wages as per thls lefter, whichever ls lesser


## Employees 8tate Incuranos:

* Ellgidilty to Eai shall be decided by deducting the Advanced atatutory Bonus, Employer PF a Eal contribution from the monthly Gross Compensation (AGCH12) as per Annexure A of thls letter.
* Monthly Esi contribution will be computed on total remuneration pald to an Associste in a particular month which includes any recurring (or) adhoc special payouts during the month.
- EAI shall be continued till end of the contribution pertod (Apr to Bep a Oct to Mar), $\mathbf{H}$ the Assoclate contributes even for one morth in the sald contribution period.
> * Flexble Beneft Plan: Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner trat sults you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benetts
2. Redethe your salary structure withlh prescribed guldelines
3. Optmize your earnings

* Inoentive Indlaation: Incenthe amount may be Nigher, lower, or all as per the terms described hereh. The Incentive program is discretlonary, subject to charge, and tased on Indlidual and company performance. It ts prorated to the duration spent with Cogrlzant Inda tor the calendar year and will be pald to you only It you are active on Cogntzants payroll on the day of Incentlve payout.
"Advanoes Statutory Bonuc is in Ine with the provisions of Payment of Bonus Act, 1965.
Notac: Any statutory revision of Provident FundiESI Contributlon or any ather simllar statutory benelts will result ha change in the Net take home salary and the Annual Gross Compensation will remalh the same. Cognizart has made this offer in good falth after expending significant tire and resources in the Hrimg process. We hope you will joh us, but appreclate your right to pursue another path Your formal commbent to joining us forms the basls of further planning and clent communicaton at Cognizant. If you renege on the commiment and decide not to Joln us after slgning the offer letter, Cognizant reserves the night to not consider you for future career apporturtites in the compary. We look torward to welcoming you to Cogrizant.
 Avanthi Institute of Engg. \& Tech Guntihapally (V). Abdullapurmet (MdI) R.R.Dist


# Cognizant 

## Employment Agreement-Cognizant Teohnology Bolutione India Privato Limited

This Employment Agreement ("Agreemert) is made eflective as of $\qquad$ behween:

Cogrtwant Technology Solvilons Inda Pivate Uintied, a company Foorporated under the Comparies Act, 1556 with lis reggtered ofloe at 5535 , Okidam Thoralpaikam, Old Mahabalpuram Rosd, Chennal 600096, Tamil Nadu, Indla; therelvafter referred to ass "Company" or "Cogribant" which expression shall uniess repugnant to the conteat or mearing thereot, be deemed to mean and include liss successors and assigns) of the CNE PART;

AND
Arkita Devare, 22 , realding at $\qquad$ (herelnater reforred to as " your, your' or "yourselt, which expression shall uriess repugrant to the contest or meanhg therest, be deemed to mean and Indude hisher hels, executors and admintstrators) of the CTHER PRRT.

The Compary and you are, wherever the context so requlies, herelnafter collectively reterned to as the "Parties" and indwdualy as "Party".

## RECITAL:

WHEREAS, you deste to be employed by the Compary and the Company has made an employment atter (Employment Offer Lether") to you and in pursaance thered deshes to employ you on the tems and condillons set forth below.

NOW, THEREFORE, in coradderation of the mutual promlses, covenarts and condtions set forth herein, the Partes hereto mutually agree to the bebw mentloned terms and condtions governing your employment whin Cogrltuant:

## 1. Dutiac and Recponcibilities

a. You agree that at al thes diring your employment with Cogntaant, you win faltithe, Industiousty, and to the best of your skil, ablity, experlence and talent, pertorm ary and all of the duties requlved of your postion. in carying out these dutles and mesponstilltes, you stall comply with all polldes, procedures, rules and regulations, both witten and oral, as are arnounced or Implemented by the Congpary from the to time, and shal honour and comply with all rules and statutary requirements under appllcable law as amended fom the to time, In letter and spitt.
b. Your unprofessional behator or misconduct In valation of Cogrizants Code of Bushess Eitics ardior other argaribational policles shall enttie the Compary to tale approptate dactolnary actori(s) Induding teminafion of your employment.
c. You shali, at all imes, maintal satlstactory performance and upsili yourself in accordance with the business requirements of the Compary. Unsatistactory or poor pertormarce shal entile Compary to take appropitate disdipllinary action(s) inclucing termination of your emplayment.

## 2. Plase of Employment

You will be employed at any one of Cogrizants offices as per business nequivement The Compary reserves the fight to transfer you on a temporary or permanert basts to the other office locations, functions or departments within the Company andor cther aflated entiles and assign such other duties as may be deemed it in the trierest of the Compary. The Campary also reserves the flatt to requie you to work remotily form time to the as per bushess needs or povernmert mandate.

## 8. Mo Attarnate Employment, Mo Confilot, Ebo.

Dutrg your emplloyment with the Compary, you shall not, whout the Compary's pricr witten corsent, divecty or Indrectly employ or engage whi sry ofher person, bushess or ently, whether or not for sry gain or proft, Irrespective of whether it is duting or cutside your hours of work in the Compary. Fodilonally, you are not alowed to undertake any other galitil employmert, engagement, bustress, assume any public otice or private ofice, honorary or remunerative pootion, without prior witten permission of the Compary. Dutrg your emplayment with the Comparty, you shal not directly or Inclectly engage In any conduct in conflict with or averse to the best intereats of teecorpary, ss detemined by the Compary at its sole atscretion. In adotion, you shal not opflase cluige or tring on to Cogntames

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## Cognizant

systems or offces, your pritor employer's andoror thetr dilents" propritaty or contidertial information, or wolate any agreement or obligallons that you have with them.

## 4. Contidentality

a. Duing the course of your employment whit the Compary, you shal have access to informalon andior documents of the Compary, its amtiates, is clents or cetain tird partes' (witio wifloh the Compary has ary dealingsk, which intomation andior documents are pivate, bualness senstive, confoental andor proprietary (topether, the "Contidertal Infumation'). You are obliged to keep the Contidental Infomation as secret and must not, whinout prito and specinc witten pemtsalon fom the Compary, disclose any such Intomaton, recelved tom whatever source and however you may leam E , to any person or itird party-
b. Any breach of your conforentalty obllgationa as spectied above may be a cause for temination of your employment wth Tre Compary, bessdes the Compary/'s entliement to riftlate legal action agalnst you for such breach The collostors imposed upon you under this ctause 5 will survive even afer cessation of your employment whth the Compary.
C. You shal rot take coples of ary Contidental Infonmation for your own purposes whout pror pemission of the Compary and forthwith upon termivation of your employment with the Compary, you shall rethum to the Compary all such coples of Contidertal Information Incluaing but not IImbed to documents, recorsts and accourts in ary form findualing electronic, mecharical, photograpicic \& optcal recoraingl reiaing to matters concenilig the business or dealligs or aftaks of the Compary.
d. You shall not, duting your employmert with the Compary and at al limes treneater, do or say anything that may casae divect or indirect damage to the bualness of the Compary, its aftlates or thelr clients.
e. Wou shall be governed by Cogrtzarts sactal Meda Pollcy and shall, at all thes, retralh from posting pobentialy maldolous, ibelous, obscene, politial, ant-social, stusive, and treatering messapes or dilsparaging clents, assodates, compettors, or suppllers or ary tirm parties.
f. You will not make any talse, defamatory or alsparagly statemerts about Cogrtzant, its clents, or ary other employees or alvectors, irespective of whether any such statements are likely to casae damage to ary such entiy or person.
g. The Compary reseves the rifyt to requte you to ston contidertillty and non-didosure agreements with ary cllerts on whose project you are belng assloned on bevalt of the Company.

## 5. Data Proteotion

By staring betow,
a. you hereby prowde your consent to Cogrizant, iss athlates and their clents for the holding and processing of your personal data for all pumposes of the admitstration and management of your employment andor the Compary's bushess,
b. you hereby provide your corsent to your persensal data Induding any serstive persoral data or intomation being collected and the sare betng trasteried, stored andor processed by Cogrtantt In Inda and any other countres wher Cogrtiant, is amlates and ther clents have offices,
c. you agree that Cogntzart and iss antimes may make such data avallable to iss advasors, serwce
 backpround vertication agendes and regutatory authorties,
d. you have the ight to amend, modty or ather your personal intormation. The Compary will exerctse all reasonable allgence tor satoguarding your personal intormation, as has been daciosed by you. is dathed that the obligation wil not be applicabie in case of legally requined disclosures, and
e. you acknowtedge and sgree that Compary may, in the course of tis buakness, be reqived to delscose personal data retaing to you, after the end of your employmert to ary grouphstabitary bodesfathortiles as required under applicaste lawhequirements.

## c. Work Sohodute

a. The Compary's nomeal wonking hours shall tpically comprise of nine (9) hours per day, exctusive of ary apollcable break, subject to the Imtt of dally working hours, as presorbed by the applicable tawz. The Compory may require you to work tor extended workhy hourshdigs induiling weekends, depending on the project requirements, bushess exdoendes andior for conscientious and complete performance of your duties and resporsbiblties towards fe Company, subject to the Imtt of working hours as presortied by the applicatle laws. Any changes mase to the Compary/s wondry hours shal be nothed to you
b. The Compary may, at Iss alscretion, vary the normal workng hours or days for any emplojee or class of emplojees or for all fe employees based on project requirements, Compary polides and prevaling laws, as may be applitable from tme to tmenh consonance with ary applicable lows for the the teing in force. Ary changes to be made to the above work tinhos or days shall be made by the Compgny at ls sole dlacretlon and rotined to you in sovance.
c The Company may also require you to work on a shin basks. Tresents may be scheduled across 24


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# Cognizant 

ary Compary pollcy and which will be notfled to you in advance.
d. Your offce tmings shall be monltoved by the Compary trough approptate systems 8 processes, as updated from tire to thre and you shall ensure complance to the processes and polides at all imes.

## 7. Bholkground Cheole

Your employment with Cogrosent is conditoral and subject to sattstactory background and reference check In ine with the Company's pollcy. An Irdependent apency may conduct Intemal and external background checks, for which you provile your consent. The Companys ofter of employment andior conthued employment is subject so sattsfactory background veification neport.

The Company shal be entited to withdraw ls emplaymert ofter If the background veffication checks revedi unfovorable resuls at any Ime. Sirniary, In case if your background vertication report is found to be untavorable or unsuccesstil after you jolntig tre Company, then the Compary reserves the ilght to teminate your employment Immedately.

## 8. Compllanoe with Company Pollolec

As a condilon of employment with the Compary and as part of your Joling formaliles, you are requiked to comply or enecute the following Company agreemert and attest your understarding and adherence to following Compary polloles:

## 1. P Assignment Agreement

## il The Code of Bushers Enics

11. Acceptable Use Follcy and Soctal Meda Pollcy

## IV. Dress Code Pollcy

Addilorally, you will also be goverved by other applicable Compory rules, processes, procedures and pollcies as may be drathed, enforced, armended andior alhered from the to tree and which are not spectically mentioned in thls Agreement. The applicable rules processesy proceduresi polldes are avallable on the Comparys Itranet and you are expected to gothrough the same caretly as a conction of your erployment. For sry darincation in reiation to applicable polldes, puldelines, processes, please reach out to your HR Talent Marager. It is your responalility to keep yourself informed of any and all changes made by the Compary to swach polickes from tre to Ime. If at ary fine durly your employment whin the Compary, you are found in vilation of any applicable rules, processes, procedures or poldes of the Compary, the Company reserves the right to take diaciplinary action agalnst you, Including femitation your employment whout natice period.

## a. Non-Compote and Mon-Bollolt Rectristlons

Duthg the term of your employment with Cognlwant and untl two (2) years ater the terminaion of such employment, you will not atrectly or indrecty, elther as an indlldual on your own account or as a pariner, employee, corrsitart, adisor, agent, contractor, olvector, trustee, commitiee member, office bearer, or shareholder for in a similar capacily or function, (a) sollct, athempt to soldt, contact or otherwise encourage any employee to leswe the Company's employment, $(\varphi$ ) solldt busthess fom competion(s) or dlentis) of the Compary or (c) be employed or engaged with any compeitorish, or (d) be employed or engaged with any dilertis) of the Company wth whom you have Irteracted or worked in a professional capsoty represerting the Company during the sta $\{6\}$ mortrs preceding the date of temmation of your employment.

## 10. Reprecentations and Warranties

By signing below,
a. you warrart that your emplayment with the Compary does not and will not Molate or otherwlse contict whin ary agreemert (oral or otherwise) to which you are or have been a party and that you possess all the requiste permits, work visas and dearances to be able to lawtly and rightilly emplojed in Indla wh the Compary under the terms of thls Agreement;
h. you warrart that you heve seiftactorly completed al of your odlloatons under any employment contract or other contract or agreement with any comparyfesh, person(s) or ertit (lesi) trat preylousty employed or contracted wth you and that any previous employment cotrait andir, selationstips have terminated andior explined prifor to the eflective start date of your employment at the Company and you tave all the requiste power and athorty, and do not requive the cogsent dr faplivalpanzio be emplyyed wth the Compary.
RI'qd. Office: 115/535, Old Mahabalipuram Road, OKאMatihampally (M). Abduthlapurme (Md) R.R.Dist

## Cognizant

c. you represent and warrant that you shall not tring Into Compary premises or systems for use hary marner) any thim-party documents (regaviless of medla) or materkas (lidualing but rot Imted to proprietary irtormation or trade secrets, or any such documents or matensls of your previous employer, whout wrtien permbslonshaprowals from such previous employer or thtd partez; and
e. you represent trat unless authorised by the Compary in witing, you shal not slgn any contract or agreemert that binds the Company or creates any obllgalon (financlal or othewlse) upon tre Company.

## 11. Indomnilty

You agree io indemrlify and hold hanmess the Compary and tis amilates fom and agalnst ary and an dikect or Indirect losess or damages, Inlury or libblity for a dalm of damage, loss or Infury to person or property suffered or suatahed by Company and lss aftilates which is atulbutable to you, resuing fom sry of your act or ombsion inespective of whener it consthutes a treach of the terms of your employmert or negligent performance of your dutles as expected tom you while In employment of the Compary.

## 12. Bucinece Engagement, Learning and Development and Projoot Deployment

In ooder to ensure that you are filly equlpped to adagt to the demanoling needs of our dients, the Compary has several polldes and processes relating to deployment of employees to profects, Career Architechre program, pertormance evaluaflon, learning and developmentinaings and avenves of up-dxiling. As a condtion of your employment with the Compary, you are responalble for upsikiling yoursel to make yoursel eliglble for appropitate bualnessiclent profects, thereby promating the spitt of mertocracy and career development with the poal of proviling worta-dass seviloss to our clents. Therefore, you shall adtrere to and meet the obllpations under all such polldes and processes, Incluating the Assochate Deployment Pool Follcy and thase that may be changed by the Compary from Ime to time.

## 12. Unauthortzed Abcenoe

If you are absent from work for a contruous period of 3 days or as prescribed by applicable laws, winout the pritor witten corsent from your approwing authorty, it will be construed that you have volurtarly abandored your employment with the Compary. The Compary shall be entiled to take acproprite dilsctillnary action(s) agalnst you as per the Company's Job Abandonment Rollcy.

## 14. Reflrement

You will automatcally retire from employment with the Company on the last day of the month in with you athain tre age of tity-eloint (58) years. It is hereby darined that the Compary reserves its ight to change the rettemert age at lis sole dibcretion.

## 15. Termilnation of Employment

a. The Compary may terminate your employment at any the with or without assigning ary reasons by prowalng 90 dags' advance notice to you by paying you pro reta salary In lieu of ary notice or balance notlce period. You may resign or terminate your employmert with the Company by proithing 90 days' advarce notice to the Compary. When you serve natios to resign from the employment of the Compary, the Company may at lis sole discreton, allow you to pay salary in lleu for the nolloe petiod; andior aduat the vacation accumulated towards part of the notice perlod.
h. Notulthstanding the aforesald or aryting else to the contrary, the Company may, at is sole discretion, suspend, lay oft, dismiss, discharge andor teminate your employmert with Immedlatr etiect by a notbe in witing (witrout any not ce period or salary in lies of ary notice pertod) in the evert of your.

- Meconntuct, as proudied In Mrconduct and Discipinary Action Pollcy
- Non-acherence to Assodate Deployment Pool Poilcy
- Volation of Sodal Meda Pollcy or Conflict of Interest Policy
- Ereach of integrty, or embezalement, or mlacpmoprtation or misuse or causing damage to the Compary'

5 assetproperty or reputation

- Insubordination or fallure to comply with the olvections glven bo you by persens so suthortsed
- Insolvency or corviction for any offence Involing maral turptiude
- Breach of ary terms or condilors of the Agreement andiar Compary/s polldes or other documents or dilections of the Compary
- Volation of non-dlsparagement obligations



# Cognizant 

- Conduct, witch is reparied by the Compary as prejudidal to its own interests or to the interests of is dlent.


## 18. Daputation, Accignment and Tranctor

The Compary may second, depute or assign you to wort wfin ary of lis afllates or transter your sentes to any group compary worddide. On ary such seocondment, deputation, asslgnvert or transter of your employment, fre Compary andor afllate may requre you to ston the acplicable OVerseas Deputation I Intematlonal Enployment Aqueementis) of the spectic country, based on the polldes of the Compary.

## 17. 3 urvival

Clauses 5, 6, 10 and 12 and any ofer clauses, with by thel rature are eipected to sumve, shall all survie the tematition of your employmert (for any reason) and shall coninue to apply to you even after cessation of your employment with the Compary.

## 18. Dispute Racolution and Coverning law

The Partes shall make best eftorss to sefle by muthal condlation any dalm dilspute or controversy ("Clispute") arsing out of, or In relation to, this Apreement, Indualng any Dispute whe respect to the edstence or vallalty hereot, the interpretaiton herest, or the treach hereat. Thls Apreerent and your employment with the Compary shal be goverred and irterpreted in accordance to the lww of hola and the cours in Chennal onty shall have exdushe Jurbalction over ary Dlspute. Nobathotiandigy the aforesstd, the Compary shall be entilied, hadalion is all other rewedes, to ary interm relket induding but: not inthed to an infuncilon, whefrer ittelocatory or prelmary, resrairing any breach of the provalons of thl Areement.

## 位. Qeneral

This foreement and your employment is personal to you and you cannot asslon, subconfact or transter your riftts or oblgations hereunder to ary ofter person or enity. No delay or fallure by Compary to exerdse any of ts powers, infts or reredes under tild Agreemert or otherwise will operate as a walver of such powers, fights or remedes. If any provalon of this Apeements teld by ary competent authorty to be fratid or unentorceable, the vallaly of the other remaring provistors of the fareement stal not be aflected. You shal not make any announcement concering Company, is aftlates and thelr emplojees, contractors or dients without Compary's pror witten consent and you grall not use or dedose fer name,
 and ther employees, contractors or dients.
Thls Agreement, bgether whithe apreewerts and poldes of the Compary, Emplyyment Ofer Letter (and ary athachments theretn, are the evclusive and enitre apretrent between the Paries relathy to Is subject mater, and supersedes all prbr and contemporaneous dbcusslors, apyeements, nepodatons, representallons, and proposalk relaing to the sidject matier hereot.
You shal be required to treat the terms of tils Agreemert as sticily confldential. The Compary reserves the sole right to change ary tems or condillons prowded In thls Agnemert based on applicable laws or bustress expencles.
IN WTMESS WHEREOF, the Parties hereto have duly executed tht Agreemert as of the day and year fist above witten.

Cognlanit Teohnology Bolutionc Indla Pitvate Limlited [Mame of Employed]
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Name:


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& \text { Avanthi Institute of Engg. \& Tech } \\
& \text { Guntihapally (V). Abdullapurmet (MdI) R.R.Dist }
\end{aligned}
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Candidate Name: Goutham Ready. K.

## CONGRATULATIONS ON YOUR SELECTION FOR THE ROLE OF <br> $\square$

Offered Compensation: $\qquad$

## PRE HIRE ORIENTATION:

This is the next major step before we onboard you. Please stay active on your EMAIL so that you don't miss an invitation for Pre-hire Orientation. Below are few highlights of the event:

It is mandatory to attend the complete session and the duration will be for 4-5 hours.
Address: GAR Laxmi Infobahn SEZ, Sy. No 107/P, ORR Service Road, Kokapet Village, Rajendra Nagar Mandal, Rang Reddy District, Kokapet Hyderabad.
Below mentioned will be the agenda of the day:

- Training and Operation session
- HR session
- Documentation

Please bring the following MANDATORY documents along with you. Carry only HARD COPY of the documents. Soft copies of any documents will not be entertained.

## All candidates must carry clear Xerox copy:

- Highest education qualification document - Intermediate (if waiting for results OR have backlogs OR have not received the Consolidated Marksheet \& Provisional certificate from the University)
- If completed Graduation - BOTH Consolidated Marksheet \& Provisional certificate
- Photo ID Proof-Aadhaar \& PAN Card (Both Mandatory)

NOTE: Failing to bring any of the above mandatory documents, your candidature will be put on hold.
Candidates will need to have Aadhaar Card, PAN card and bank account to be on-boarded into Amazon.

Kindly report at the venue on time and anyone reporting late will not be allowed for the Pre-Hire Orientation. Please refer to Transport boundary behind this sheet.

Contact Details: You can contact us between 11AM-8PM Monday to Friday.
Email: cshyd-onboarding@amazon.com Contact Number: HR Fazil- 7989953482

P principal
Avanthi Institute of Eng. \& Tech
Guntinapally M. Abodrlapurnet Mall R.R.D.ist

Candidate Name:

## manvitha Vomula

CONGRATULATIONS ON YOUR SELECTION FOR THE ROLE OF $\qquad$ IV.NA

Offered Compensation: $\qquad$ 2810001

PRE HIRE ORIENTATION:
This is the next major step before we onboard you. Please stay active on your EMAIL so that you don't miss an invitation for Pre-hire Orientation. Below are few highlights of the event:

It is mandatory to attend the complete session and the duration will be for 4-5 hours.
Address: GAR Laxmi Infobahn SEZ, Sy. No 107/P, ORR Service Road, Kokapet Village, Rajendra Nagar Mandal, Range Reddy District, Kokapet Hyderabad.

Below mentioned will be the agenda of the day:

- Training and Operation session
- HR session
- Documentation

Please bring the following MANDATORY documents along with you. Carry only HARD COPY of the documents. Soft copies of any documents will not be entertained.

## All candidates must carry clear Xerox copy:

- Highest education qualification document - Intermediate (if waiting for results OR have backlogs OR have not received the Consolidated Marksheet \& Provisional certificate from the University)
- If completed Graduation - BOTH Consolidated Marksheet \& Provisional certificate
- Photo ID Proof - Aadhaar \& PAN Card (Both Mandatory)

NOTE: Falling to bring any of the above mandatory documents, your candidature will be put on hold. Candidates will need to have Aadhaar Card, PAN card and bank account to be on-boarded into

Amazon.
Kindly report at the venue on time and anyone reporting late will not be allowed for the Pre-Hire Orientation. Please refer to Transport boundary behind this sheet.

Contact Details: You can contact us between 11AM-8PM Monday to Friday.
Email: cshyd-onboarding@amazon.com Contact Number: HR Fazil-7989953482

## amazoncom.

## Candidate Name:

$\qquad$ Vemula Esther CONGRATULATIONS ON YOUR SELECTION FOR THE ROLE OF

## DR. AS.

Offered Compensation: $\qquad$

## PRE HIRE ORIENTATION:

This is the next major step before we onboard you. Please stay active on your EMAIL so that you don't miss an invitation for Pre-hire Orientation. Below are few highlights of the event:

It is mandatory to attend the complete session and the duration will be for 4-5 hours.
Address: GAR Laxmi Infobahn SEZ, Sy. No 107/P, ORR Service Road, Kokapet Village, Rajendra Naga Mandal, Ranga Reddy District, Kokapet Hyderabad.
Below mentioned will be the agenda of the day:

- Training and Operation session
- hr session
- Documentation

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Contact Details: You can contact us between 11AM-8PM Monday to Friday.
Email: cshyd-onboarding@amazon.com Contact Number: HR Fazil- 7989953482

# PRATHIRAJ METAL MASTERS Pvt. Ltd. 

Plot \# 204/6 \&205/4, Phase II, IDA, Cherlapally, Hyderabad - 51, INDIA

## Dear G Saikishore Neth

This has reference to your application for employment with PRATHIRAJ and your subsequent interview you had with us

We are pleased to offer you the position of a Mechanical Engineer in Maintenance Department. You can join us on $\mathbf{2 0}^{\text {th }}$ September 2020. PRATHIRAJ Metal Masters Pvt. Ltd. is supporting customer operations across the globe on $24 \times 7$ bases. Therefore, if required you will work in shifts.

The details of your compensation structure are given in Annexure "A" and terms \& conditions of your employment as per Annexure "B".

We welcome you to a pursuit of excellence with PRATHIRAJ Metal Masters Pvt. Ltd.
Please sign and return the duplicate copy of this letter as a token of your acceptance of this and send the same back to us. To help complete joining formalities we request you to carry your all-original documents for verification along with their photocopies on the date of joining. The documents required are as follows.

- Original offer letter issued by PRATHIRAJ Metal Masters Pvt. Ltd.
- Five Passport size photographs.
- Proof of age.
- Proof of Education Qualification.
- Experience Certificates and relieving letters.
- Proof of salary.
- Copy of Passport.
- Copy of Driving license or Election ID Card

On your joining \& completing the required formalities you shall be issued the formal Joining Letter. You are requested to report 9:00 am at Prathiraj Metal Masters Pvt. Ltd. Plot \# 204/6 \& 205/4, Phase II, IDA, Cherlapally, Hyderabad - 51, INDIA

Yours truly,
For, Prathiraj Metal Masters Pvt. Ltd.


Abhijeet Anand
(Group Head - HR)

Signed \& Accepted:
Date:


# PRATHIRAJ METAL MASTERS Pvt. Ltd. 

Plot \# 204/6 \& 205/4, Phase II, IDA, Cherlapally, Hyderabad - 51, INDIA

## Dear N Mahesh

This has reference to your application for employment with PRATHIRAJ and your subsequent interview you had with us

We are pleased to offer you the position of a Mechanical Engineer in Maintenance Department. You can join us on $\mathbf{2 0}^{\text {th }}$ September 2020. PRATHIRAJ Metal Masters Pvt. Ltd. is supporting customer operations across the globe on $24 \times 7$ bases. Therefore, if required you will work in shifts.

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Yours truly,
For, Prathiraj Metal Masters Pvt. Ltd.


Abhijeet Anand
(Group Head - HR)

Signed \& Accepted:
Date:

# PRATHIRAJ METAL MASTERS Pvt. Ltd. 

Plot \# 204/6 \& 205/4, Phase II, IDA, Cherlapally, Hyderabad - 51, INDIA

Dear A Raju

This has reference to your application for employment with PRATHIRAJ and your subsequent interview you had with us

We are pleased to offer you the position of a Mechanical Engineer in Maintenance Department. You can join us on $\mathbf{2 0}^{\text {th }}$ September 2020. PRATHIRAJ Metal Masters Pvt. Ltd. is supporting customer operations across the globe on $24 \times 7$ bases. Therefore, if required you will work in shifts.

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- Experience Certificates and relieving letters.
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- Copy of Passport.
- Copy of Driving license or Election ID Card

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Yours truly,
For, Prathiraj Metal Masters Pvt. Ltd.


Abhijeet Anand
(Group Head - HR)

Signed \& Accepted:
Date:


PRINCIPAL
Avanthi Institute of Engg. \& Tech
Guntihapally (V). Abditlapurmet (MdI) R.R.Dist

# PRATHIRAJ METAL MASTERS Pvt. Ltd. 

Plot \# 204/6 \& 205/4, Phase II, IDA, Cherlapally, Hyderabad - 51, INDIA

## Dear B Sai Tharun

This has reference to your application for employment with PRATHIRAJ and your subsequent interview you had with us

We are pleased to offer you the position of a Mechanical Engineer in Maintenance Department. You can join us on 20 ${ }^{\text {th }}$ September 2020. PRATHIRAJ Metal Masters Pvt. Ltd. is supporting customer operations across the globe on $24 \times 7$ bases. Therefore, if required you will work in shifts.

The details of your compensation structure are given in Annexure "A" and terms \& conditions of your employment as per Annexure "B".

We welcome you to a pursuit of excellence with PRATHIRAJ Metal Masters Pvt. Ltd.
Please sign and return the duplicate copy of this letter as a token of your acceptance of this and send the same back to us. To help complete joining formalities we request you to carry your all-original documents for verification along with their photocopies on the date of joining. The documents required are as follows.

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- Five Passport size photographs.
- Proof of age.
- Proof of Education Qualification.
- Experience Certificates and relieving letters.
- Proof of salary.
- Copy of Passport.
- Copy of Driving license or Election ID Card

On your joining \& completing the required formalities you shall be issued the formal Joining Letter. You are requested to report 9:00 am at Prathiraj Metal Masters Pvt. Ltd. Plot \# 204/6 \& 205/4, Phase II, IDA, Cherlapally, Hyderabad - 51, INDIA

Yours truly,
For, Prathiraj Metal Masters Pvt. Ltd.


Abhijeet Anand (Group Head - HR)


Dear Sui Aditya

## Subject: Appointment Letter

We have pleasure in confirming your appointment as Junior Civil Engineer subject to the terms and conditions of your Contract of Employment as well as the Company's Policies and Procedures.

Place of Employment: ESIC site, Andheri (E),
Commencement date: $25^{\text {th }}$ Jun, 2020.
Salary: 35000.00 monthly

Thank you.
Yours faithfully, For Raster Engineers Pvt. Ltd.


Head-HR \& Admin


PRINCIPAL
Avanthi Institute of Eng. \& Tech
Guntihapally ( $V$ ) . Abdullanirmet "e" "Mist

## Dear Anusha

## Subject: Appointment Letter

We have pleasure in confirming your appointment as Junior Civil Engineer subject to the terms and conditions of your Contract of Employment as well as the Company's Policies and Procedures.

Place of Employment: ESIC site, Andheri (E),
Commencement date: $25^{\text {th }}$ Jun, 2020.
Salary: 35000.00 monthly

Thank you.

> Yours faithfully, For Raster Engineers Pvt. Ltd.


Head-HR \& Admin


PRINCIPAL
Avanthi Institute of Engr. \& Tech
Gunthapally (M) Abdillapy met (Md) R.R.Dist

## Dear Anjeneyulu

## Subject: Appointment Letter

We have pleasure in confirming your appointment as Junior Civil Engineer subject to the terms and conditions of your Contract of Employment as well as the Company's Policies and Procedures.

Place of Employment: ESIC site, Andheri (E),
Commencement date: $25^{\text {th }}$ Jun, 2020.
Salary: 35000.00 monthly

Thank you.
Yours faithfully,
For Raster Engineers Pvt. Ltd.


Head-HR \& Admin


Date: August 30, 2019
Dear: Mr/Ms. Goutham Reddy Hyderabad

## Sub: Letter Of Intent

We are pleased to offer you an appointment with Genpact ("Company") as Process Associate under the following terms and conditions:

## TERMS AND CONDITIONS

1. Your Cost to the Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be India>Hyderabad>Hyderabad Pocharam IN - Office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transferyou will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount hasbeen fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office - except while traveling on business as assigned to you by your supervisors and as per applicable laws in force. Weekly off will be governed as per applicable regulations \& Company policies.
5. You shall be required to provide the Company all documents and information as set forth in Annexure I ofthis appointment letter
6. You will be entitled to twenty-five working days leave per annum subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed as per the existing Company policy onthe subject.

genpac†
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Happens Here
7. You will be on probation for three months from the date of joining. The Company reserves the right, withor without cause, to terminate your services at any time during the probation period by giving one day notice. Your services at the end of the Probation period shall be treated as confirmed, unless specifically extended by the company in writing.
8. Post confirmation, your services may be terminated by either party, giving notice 30 days' notice in writing or payment of salary in lieu thereof. If you chose not to serve the notice period, if applicable, the Company reserves the right to recover from you all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to notice pay. However, the Company reserves the right not toaccept payment in lieu of notice and at its sole discretion enforce the notice period.
9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement
10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct orwhere your performance has been found to be unsatisfactory.
11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.
12. You will automatically retire on attaining the age of 60 years
13. Whilst employed by the Company:
a. You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.


PRINCIPAL
genpact
Transformation
Happens Here
a. Except in the ordinary course of your employment, you shall not divulge to any third party any informationregarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause 11.
b. You confirm that there is no litigation /conviction against you before any Court of law which involves anycriminal offence or offences involving moral turpitude.
c. You confirm that you have disclosed fully all of your business interests in the Company whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances inrespect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
d. You will be required to apply and maintain the highest standards of personal conduct and integrity andkeep yourself informed and comply with all Company policies and procedures.

14 Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to anyamount in lieu of notice.
15. Upon separation from the Company on account of either resignation or termination, you will be requiredto immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.
16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use areunsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liablefor termination without prior notice.
18. All terms and conditions will be governed by the Company's policies as stated from time to time and theCompany may in its sole discretion as it deems fit revoke or change such policies.
19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as maybe required to give effect to this offer.
20. Any and all disputes arising in connection with the appointment letter shall be referred to
arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitratorappointed by the General Counsel of the Company. The venue of the Arbitration shall be and the languageshall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at

Your assignment is effective from September 4, 2020.
Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automaticallywithdrawn.
We welcome you and wish you every success in your career with Genpact.
You are requested to come on the joining date at 9:30am at Genpact, India>Hyderabad>HyderabadPocharam IN - Office.

Warm regards,
For Genpact India Pvt. Ltd.


Nitin Khurana
Vice President-HR
Accepted and Agreed

Mr/Ms. Goutham Reddy

genpac†
Transformation
Happens Here
HMS000504-1979650

## Sub: Letter Of Intent

We are pleased to offer you an appointment with Genpact ("Company") as Process Associate under the following terms and conditions:

## TERMS AND CONDITIONS

1. Your Cost to the Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be India>Hyderabad>Hyderabad Pocharam IN - Office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transferyou will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount hasbeen fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office - except while traveling on business as assigned to you by your supervisors and as per applicable laws in force. Weekly off will be governed as per applicable regulations \& Company policies.
5. You shall be required to provide the Company all documents and information as set forth in Annexure I ofthis appointment letter
6. You will be entitled to twenty-five working days leave per annum subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed as per the existing Company policy onthe subject.

PRINCIPAL

1. You will be on probation for three months from the date of joining. The Company reserves the right, withor without cause, to terminate your services at any time during the probation period by giving one day notice. Your services at the end of the Probation period shall be treated as confirmed, unless specifically extended by the company in writing.
2. Post confirmation, your services may be terminated by either party, giving notice 30 days' notice in writing or payment of salary in lieu thereof. If you chose not to serve the notice period, if applicable, the Company reserves the right to recover from you all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to notice pay. However, the Company reserves the right not toaccept payment in lieu of notice and at its sole discretion enforce the notice period.
3. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement
4. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct orwhere your performance has been found to be unsatisfactory.
5. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.
6. You will automatically retire on attaining the age of 60 years
7. Whilst employed by the Company:
a. You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.


PRINCIPAL
Avanthi Institute of Engg. \& Tech
Guntihapally (V) Abdtyllanurmet (MdI) R.R.Dist

Transformation
a. Except in the ordinary course of your employment, you shall not divulge lबoppthind plete any informationregarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause 11.
b. You confirm that there is no litigation/conviction against you before any Court of law which involves anycriminal offence or offences involving moral turpitude.
c. You confirm that you have disclosed fully all of your business interests in the Company whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances inrespect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
d. You will be required to apply and maintain the highest standards of personal conduct and integrity andkeep yourself informed and comply with all Company policies and procedures.

14 Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to anyamount in lieu of notice.
15. Upon separation from the Company on account of either resignation or termination, you will be requiredto immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.
16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use areunsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liablefor termination without prior notice.
18. All terms and conditions will be governed by the Company's policies as stated from time to time and theCompany may in its sole discretion as it deems fit revoke or change such policies.
19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as maybe required to give effect to this offer.
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We welcome you and wish you every success in your career with Genpact.
You are requested to come on the joining date at 9:30am at Genpact, India>Hyderabad>HyderabadPocharam IN - Office.

Warm regards, For Genpact India Pvt. Ltd.


Nitin Khurana
Vice President-HR
Accepted and Agreed

Mr/Ms. Sci Manvitha


PRINCIPAL
Avanthi Institute of Engg. \& Tech
Guntihapally (M). Abdutlapurme (MAI) R.R.Dist
genpact
Transformation
Happens Here
HMS000504-1979610
Date: August 30, 2019
Dear: Mr/Ms. Esther
Hyderabad

## Sub: Letter Of Intent

We are pleased to offer you an appointment with Genpact ("Company") as Process Associate under the following terms and conditions:

## TERMS AND CONDITIONS

1. Your Cost to the Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be India>Hyderabad>Hyderabad Pocharam IN - Office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transferyou will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount hasbeen fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office - except while traveling on business as assigned to you by your supervisors and as per applicable laws in force. Weekly off will be governed as per applicable regulations \& Company policies.
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7. You will be on probation for three months from the date of joining. The Company reserves the right, withor without cause, to terminate your services at any time during the probation period by giving one day notice. Your services at the end of the Probation period shall be treated as confirmed, unless specifically extended by the company in writing.
8. Post confirmation, your services may be terminated by either party, giving notice 30 days' notice in writing or payment of salary in lieu thereof. If you chose not to serve the notice period, if applicable, the Company reserves the right to recover from you all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to notice pay. However, the Company reserves the right not toaccept payment in lieu of notice and at its sole discretion enforce the notice period.
9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement
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11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.
12. You will automatically retire on attaining the age of 60 years
13. Whilst employed by the Company:
a. You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
genpact
Transformation
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b. You confirm that there is no litigation/conviction against you before any Court of law which involves anycriminal offence or offences involving moral turpitude.
c. You confirm that you have disclosed fully all of your business interests in the Company whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances inrespect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
d. You will be required to apply and maintain the highest standards of personal conduct and integrity andkeep yourself informed and comply with all Company policies and procedures.

14 Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to anyamount in lieu of notice.
15. Upon separation from the Company on account of either resignation or termination, you will be requiredto immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.
16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use areunsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liablefor termination without prior notice.
18. All terms and conditions will be governed by the Company's policies as stated from time to time and theCompany may in its sole discretion as it deems fit revoke or change such policies.
19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as maybe required to give effect to this offer.
20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole-Arbitratorappointed by the General Counsel of the Company. The venue of
the Arbitration shall be and the languageshall be Englisi. You agree to subfrifysfresemfictixen exclusive territorial jurisdiction of courts at

Happens Here

Your assignment is effective from September 4, 2020.
Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automaticallywithdrawn.
We welcome you and wish you every success in your career with Genpact.
You are requested to come on the joining date at 9:30am at Genpact, India>Hyderabad>HyderabadPocharam IN - Office.

Warm regards,

## For Genpact India Pvt. Ltd.



Nitin Khurana
Vice President-HR
Accepted and Agreed

Mr/Ms. Esther


Avanthi Institute of Engg. \& Tech
Guntihapally (V). Abdullapurnet MdII R.R.Dist
genpac†
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HMS000504-1979640
Date: August 30, 2019 Hyderabad

## Sub: Letter Of Intent

We are pleased to offer you an appointment with Genpact ("Company") as Process Associate under the following terms and conditions:

## TERMS AND CONDITIONS

1. Your Cost to the Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be India>Hyderabad>Hyderabad Pocharam IN - Office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transferyou will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount hasbeen fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office - except while traveling on business as assigned to you by your supervisors and as per applicable laws in force. Weekly off will be governed as per applicable regulations \& Company policies.
5. You shall be required to provide the Company all documents and information as set forth in Annexure I ofthis appointment letter
6. You will be entitled to twenty-five working days leave per annum subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed as per the existing Company policy onthe subject.
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Happens Here
7. You will be on probation for three months from the date of joining. The Company reserves the right, withor without cause, to terminate your services at any time during the probation period by giving one day notice. Your services at the end of the Probation period shall be treated as confirmed, unless specifically extended by the company in writing.
8. Post confirmation, your services may be terminated by either party, giving notice 30 days' notice in writing or payment of salary in lieu thereof. If you chose not to serve the notice period, if applicable, the Company reserves the right to recover from you all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to notice pay. However, the Company reserves the right not toaccept payment in lieu of notice and at its sole discretion enforce the notice period.
9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement
10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct orwhere your performance has been found to be unsatisfactory.
11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you,all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.
12. You will automatically retire on attaining the age of 60 years
13. Whilst employed by the Company:
a. You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
genpact
Transformation
a. Except in the ordinary course of your employment, you shall not divulge iबeppthirs pleqte any informationregarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause 11.
b. You confirm that there is no litigation /conviction against you before any Court of law which involves anycriminal offence or offences involving moral turpitude.
c. You confirm that you have disclosed fully all of your business interests in the Company whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances inrespect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
d. You will be required to apply and maintain the highest standards of personal conduct and integrity andkeep yourself informed and comply with all Company policies and procedures.

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15. Upon separation from the Company on account of either resignation or termination, you will be requiredto immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.
16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use areunsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liablefor termination without prior notice.
18. All terms and conditions will be governed by the Company's policies as stated from time to time and theCompany may in its sole discretion as it deems fit revoke or change such policies.
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the Arbitration shall be and the languageshall be English. You agree to subfhatyofifelifgtian exclusive territorial jurisdiction of courts at

Your assignment is effective from September 4, 2020.
Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automaticallywithdrawn.
We welcome you and wish you every success in your career with Genpact.
You are requested to come on the joining date at 9:30am at Genpact, India>Hyderabad>HyderabadPocharam IN - Office.

Warm regards,
For Genpact India Pvt. Ltd.


Nitin Khurana
Vice President-HR
Accepted and Agreed

Mr/Ms. Krishna Chaitanya


PRINCIPAL
Avanthi Institute of Eng. \& Tech
Guntihapally (M). Abdulianurmet (MaI R.R. Die:
A. Sudheer Rajkumar

Avanthi College of Engineering
Sudheerr.auti@gmail.com
Mob: 7287861272

January 15, 2020

## Offer Letter

We are glad to inform that during the Campus Recruitment Drive conducted at your college on $7^{\text {th }}$ Jan 2019 and based on the subsequent rounds that you have attended we have shortlisted you and offering you the role in our organization.

You have been selected for the position of "eLearning Developer".
You are advised to take permission from the college to start work and be ready to join office from $20^{\text {th }} \mathrm{Jan}, 2020$. You are requested to get the confirmation from your department head attested by the Principal of your college.

The annual package offered is INR $2,04,455$ / - and the gross salary would be INR $15,000 /$-per month.

You are requested to give your consent of acceptance by signing a copy of this letter and returning the same to us before $17^{\text {th }}$ Jan 2020.

A formal appointment letter will be given on the date of joining.


Dir-HR.


Avanthi Institute of Engg. \& Tech Guntihapally (N). Abdultlapurme (MaI) R.R.Dist

Gopu Spurana.
Avanthi College of Engineering
Spuranareddy12@gmail.com
Mob: 7013941304
January 15, 2020

## Offer Letter

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You are requested to give your consent of acceptance by signing a copy of this letter and returning the same to us before $17^{\text {th }}$ Jan 2020.

A formal appointment letter will be given on the date of joining.


Dir-HR.


## Avanthi Institute of Engg. \& Tech

Gentian? Il MM. ©bdellanumpe IMdll R.R. Dist

Vemula Cai Manvitha
Avanthi College of Engineering VemulaSaimanvitha@gamil.com mob: 8885296387

January 15, 2020

## Offer Letter

We are glad to inform that during the Campus Recruitment Drive conducted at your college on $7^{\text {th }}$ Jan 2019 and based on the subsequent rounds that you have attended we have shortlisted you and offering you the role in our organization.

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A formal appointment letter will be given on the date of joining.


Dir-HR.


PRINCIPAL
Avanthi Institute of Eng. \& Tech
Guntihapally M), Abourtiapurme (Fid) R.R.Dist

G Abhinav Reddy
Avanthi College of Engineering
abhinav.vikky@gmail.com
mob: 8179129468
January 15, 2020

## Offer Letter

We are glad to inform that during the Campus Recruitment Drive conducted at your college on $7^{\text {th }}$ Jan 2019 and based on the subsequent rounds that you have attended we have shortlisted you and offering you the role in our organization.

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Dir-HR.


Avanthi Institute of Engg. \& Tech
Guntihanallv (N). Abdullanumnet IMהII R R. Dist

Sanjeevani Sutrave
Avanthi College of Engineering sanjeevanisutrave@gmail.com mob: 9704854255

January 15, 2020

## Offer Letter

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A formal appointment letter will be given on the date of joining.


Dir-HR.


PRINCIPAL
Avanthi Institute of Engr. \& Tech Guntihapally $M$ ). abdutllapurmet (Mndll R.R. Dist

## Anusha Mamidi,

Avanthi Institute of Engineering \& Technology, anusha.mamidi@gmail.com, Phone No: +918106637110,

January 15,2020

## Offer Letter

We are glad to inform that during the Campus Recruitment Drive conducted at your college on $7^{\text {th }}$ Jan 2019 and based on the subsequent rounds that you have attended we have shortlisted you and offering you the role in our organization.

You have been selected for the position of "elearning Developer".
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You are requested to give your consent of acceptance by signing a copy of this letter and returning the same to us before $17^{\text {th }}$ Jan 2020.

A formal appointment letter will be given on the date of joining.


Dir-HR.

$\theta$ No. 9-1-130 \& 131, Sebastion Road,

M
email : info@commiabindia.com Secunderabad 500003 . INDIA.

## Alekhya,

Avanthi Institute of Engineering \& Technology, alekya.jan28@gmail.com, Phone No: +91 9177603938 ,

January 15,2020

## Offer Letter

We are glad to inform that during the Campus Recruitment Drive conducted at your college on $7^{\text {th }}$ Jan 2019 and based on the subsequent rounds that you have attended we have shortlisted you and offering you the role in our organization.

You have been selected for the position of "eLearning Developer".
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You are requested to give your consent of acceptance by signing a copy of this letter and returning the same to us before $17^{\text {th }}$ Jan 2020.

A formal appointment letter will be given on the date of joining.


Dir-HR.


Avanthi Institute of Engg. \& Tech Gunthapally (V), Abdullapurmet (MdI), R.R. Dist.
email : info@commlabindia.com URL: www.commlabindia.com








## Nalumasu Vamshi

Flat No: 322, Sri Laxmi Apartments, Road No : 2,
Chaitanyapuri, Hyderabad, Telangana (500048)

Sub: Offer and Appointment Letter

## Dear Nalumasu Vamshi,

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

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.
You are requested to join us on December 17, 2020 at 9:00 A.M at the following address, Noida-Sec-60, A8-9. Your oining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

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

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

Your Total Compensation will be iNR 3.5 Lacs per annum outlined in Annexure I.
You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

You will be required to sign a service agreement along with a surety amount of INR 1.25 Lakhs in terms of which you also bind yourself to serve the company for a period of at least of $\mathbf{2 4}$ months from the date of joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

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


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Offer Release Date December 15, 2020

## Ganga Tharun

Flat No: 125, Laxmisri Apartments, Road No: 2,
Karmanghat, Hyderabad, Telangana (500079)

## Sub: Offer and Appointment Letter

## Dear Ganga Tharun,

Congratulations! With reference to the interviews conducted by HCL TECH LTD. - IOMC ("HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.
This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.
You are requested to join us on December 17, 2020 at 9:00 A.M at the following address, Noida-Sec-60, A8-9. Your joining would be subject to successful completion and compliance with the pre-joining requirements as aplicable.

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

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

## Your Total Compensation will be iNR 3.5 Lacs per annum outlined in Annexure I.

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

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


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Offer Release Date December 15, 2020
Dheeraj Krishna N
Dharani Devi Building, Plot No. 565, Road No. 92,
Co-Op Building Society Ltd, Apollo Cradle Jubilee Hills, Hyderabad, Telangana 500034, India

## Sub: Offer and Appointment Letter

## Dear Dheeraj Krishna N,

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

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.
You are requested to join us on December 17, 2020 at 9:00 A.M at the following address, Noida-Sec-60, A8-9. Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

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

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

Your Total Compensation will be INR 3.5 Lass per annum outlined in Annexure I.
You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

You will be required to sign a service agreement along with a surety amount of INR 1.25 Lakhs in terms of which you also bind yourself to serve the company for a period of at least of $\mathbf{2 4}$ months from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

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


Signature of Employee:







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Pendyala Arun Kumar
H.No. 8-2-120, 86/1A,

Banjara Hills Rd Number 3,
Hyderabad, Telangana 500034, India
Sub: Offer and Appointment Letter

## Dear Pendyala Arun Kumar,

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

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.
You are requested to join us on December 17, 2020 at 9:00 A.M at the following address, Noida-Sec-60, A8-9. Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

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


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Bhargavi Vaddireddy
Plot No. 9, H No.1-58/91/ Suresh Square,
Seri Mandal, Apollo Clinic Chanda Nagar,
Hyderabad, Telangana 500050, India
Sub: Offer and Appointment Letter

## Dear Bhargavi Vaddireddy,

Congratulations! With reference to the interviews conducted by HCL TECH LTD. - IOMC ("HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.
This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.
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Offer Release Date December 15, 2020

## Lakshmi Soumya

2-34/2, Gramakautam, Plot No. 1 \& 6,
Kothaguda Village, Serilingam Pail,
Apollo Cradle Kondapur, Hyderabad, Telangana 500032, India

## Sub: Offer and Appointment Letter

## Dear Lakshmi Soumya,

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

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

H．No．8－2－585／1／B，Road No．10，Phase 2，
Gaffar Khan Colony，Banjara Hilis，
Hyderabad，Telangana 500034，India

## Sub：Offer and Appointment Letter

## Dear Saikumar，

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

This position is a great match for your talent and skills，and that you will enjoy the professional challenges and growth opportunities associated with this role．
You are requested to join us on December 17， 2020 at 9：00 A．M at the following address，Noida－Sec－60，A8－9．Your joining would be subject to successful completion and compliance with the pre－joining requirements as applicable．

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

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

Your Total Compensation will be INR 3.5 Lacs per annum outlined in Annexure I．
You will be on probation for a period of $\mathbf{1 2}$ months from the date of your joining．The general terms and conditions governing your employment are outlined in Annexure II．

You will be required to sign a service agreement along with a surety amount of INR 1.25 Lakhs in terms of which you also bind yourself to serve the company for a period of at least of $\mathbf{2 4}$ months from the date of joining．The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company．

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








Offer Release Date December 15, 2020

## Kammari Srujana

11-5-422/C/B, V.P, Red Hills Rd,
Lakdikapul, Hyderabad, Telangana 500004, India

## Sub: Offer and Appointment Letter

## Dear Kammari Srujana,

Congratulations! With reference to the interviews conducted by HCL TECH LTD. - IOMC ("HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.
This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.
You are requested to join us on December 17, 2020 at 9:00 A.M at the foilowing address, Noida-Sec-60, A8-9. Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

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

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

Your Total Compensation will be iNR 3.5 Lacs per annum outlined in Annexure I.
You will be on probation for a period of $\mathbf{1 2}$ months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

You will be required to sign a service agreement along with a surety amount of INR 1.25 Lakhs in terms of which you also bind yourself to serve the company for a period of at least of $\mathbf{2 4}$ months from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

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






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Offer Release Date December 15, 2020

Aishwarya Aravaily
Flat No. 302, 1st Floor, Sree Homes,
Plot No. 51, M.B. Society, Hitech City Main Rd,
Khanamet, Madhapur, Hyderabad, Telangana 500084, India
Sub: Offer and Appointment Letter

## Dear Aishwarya Aravally,

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

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

You are requested to join us on December 17, 2020 at 9:00 A.M at the following address, Noida-Sec-60, A8-9. Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

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

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

Your Total Compensation will be iNR 3.5 Lacs per annum outlined in Annexure I.
You will be on probation for a period of $\mathbf{1 2}$ months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

You will be required to sign a service agreement along with a surety amount of INR 1.25 Lakhs in terms of which you also bind yourself to serve the company for a period of at least of $\mathbf{2 4}$ months from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

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








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    m@NOMOM
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Sunil Kumar Lakkoji
IDL Access Road Habeeb Nagar,
Moosapet, Hyderabad, Telangana 500072, india

Sub: Offer and Appointment Letter

## Dear Sunil Kumar,

Congratulations! With reference to the interviews conducted by HCL TECH LTD. - IOMC ("HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.
This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.
You are requested to join us on December 17, 2020 at 9:00 A.M at the following address, Noida-Sec-60, A8-9. Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

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

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

Your Total Compensation will be iNR 3.5 Lacs per annum outlined in Annexure I.
You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

You will be required to sign a service agreement along with a surety amount of INR 1.25 Lakhs in terms of which you also bind yourself to serve the company for a period of at least of $\mathbf{2 4}$ months from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

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









Offer Release Date December 15, 2020

Vemishetty Tejaswi
Madhapur Rd, Near Maharaja Chat,
Sri Rama Colony, Madhapur, Hyderabad, Telangana 500033, India

Sub: Offer and Appointment Letter

## Dear Vemishetty Tejaswi,

Congratulations! With reference to the interviews conducted by HCL TECH LTD. - IOMC ("HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.
This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.
You are requested to join us on December 17, 2020 at 9:00 A.M at the following address, Noida-Sec-60, A8-9. Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

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

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Your Total Compensation will be iN 3.5 Lass per annum outlined in Annexure I.
You will be on probation for a period of $\mathbf{1 2}$ months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

You will be required to sign a service agreement along with a surety amount of INR 1.25 Lakhs in terms of which you also bind yourself to serve the company for a period of at least of $\mathbf{2 4}$ months from the date of joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

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


Avanthi Institute of Engg. \& Tech
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Signature of Employee: Bx che

Scanned with CamScanner

## SS\&C

Date: December 18, 2020.

## To

AMBATI ANAND,<br>Location: Hyderabad,<br>India Business Title: Associate - Health Care Claims<br>Workday Title: Health Care Claims Examiner I<br>Grade: SI

## Sub: Appointment Letter

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from December 18,2020 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

## 1. Designation:

1] The Company agrees to employ you and you agree to act as "Associate - Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

## 2. Compensation:

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.
2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.

# SUTHERLAND 

## PROVISIONAL OFEER LETTER

College Name: Avanthi Engineering College
Date: 18.11.2020

## Dear B NARESH,

## Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12 th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland
This is a digitally generated soft copy hence a signature is not required Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, $6^{\text {th }}$ floor, Chennai, Tamil Nadu, PIN 600063


Date: 25/11/2020

## To B RAVINDAR REDDY,

## Dear B RAVINDAR REDDY,

We are happy to welcome you to TekWorks Enterprise Solutions Private Limited. As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, Training Program. Post the successful completion of the Training, you will be hired as a full-time employee of TekWorks. You will be paid INR $\mathbf{1 0 , 0 0 0}$ per month as a stipend during these 6 months of training

After successful completion of your college degree graduation and the Training Program, you will be issued an offer letter with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of TekWorks from Nov 2020. We look forward to you beginning your career with our Training Program within 2 ${ }^{\text {st }}$ week of Dec 2020.

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,

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G. seidhar
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## Sridhar Tirumala

Managing Director


## SS\&C

Date: December 18, 2020.

## To <br> B YADAIAH, <br> Location: Hyderabad, <br> India Business Title: Associate - Health Care Claims <br> Workday Title: Health Care Claims Examiner I <br> Grade: SI

## Sub: Appointment Letter

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from December 18, 2020 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

## 1. Designation:

1] The Company agrees to employ you and you agree to act as "Associate - Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

## 2. Compensation:

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.
2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.


PRINCIPN1

## DXCTechnology

08/11/2020

Dear GUDUPU RAJESH,

We are pleased to extend to you an offer of employment with DXC Technology. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appys fate identification verification) being conducted either by DXC or an appropriate third party and the resuls of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms \& conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.
At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

## Lokendra Panth

Vice President - Human Resources

Date: 25/11/2020

## To

BALLA BHANU PRASAD,

## Dear BALLA BHANU PRASAD,

We are happy to welcome you to TekWorks Enterprise Solutions Private Limited. As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, Training Program. Post the successful completion of the Training, you will be hired as a full-time employee of TekWorks. You will be paid INR $\mathbf{1 0 , 0 0 0}$ per month as a stipend during these 6 months of training

After successful completion of your college degree graduation and the Training Program, you will be issued an offer letter with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of TekWorks from Nov 2020. We look forward to you beginning your career with our Training Program within $2^{\text {st }}$ week of Dec 2020.

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

## For TekWorks Enterprise Solutions Pvt Ltd.,

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G. Seidlar
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## Sridhar Tirumala

Managing Director


## GlobalLogic

## A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 $6^{\text {th }}$ Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

## For GlobalLogic Technologies Private Ltd.

## Shuchita Shukla

Authorized Signatory

## OFFER ACCEPTANCE \& DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on 18-November- 2020.


## GlobalLogic

## A Hitachi Group Company

| Annexure-1 Salary Structure |  |
| :---: | :---: |
| Name: BANDARI MOUNIKA |  |
| Designation: Human Resource Department (PA) | Grade: CEO2 Band: X |
| WEF: 18 November-2020 | Location : Hyderabad |
| Section A - Gross Fixed Salary Break Up |  |
| Monthly Components (In Rs.) |  |
| Basic | 10000 |
| House Rent Allowance | 1251 |
| Statutory Bonus Information | 1800 |
| Special Allowance | 0 |
| ESI Information | 424 |
| Total Monthly (A) | 13475 |
| Total Monthly Annualised (B) | 161700 |
| Annual Components (In Rs.) |  |
| Provident Fund (As per the PF Act 1952) | 14400 |
| National Pension Scheme- | 0 |
| Total Annualised (C) | 14400 |
| Total Fixed Annual Gross Salary ( $\mathrm{B}+\mathrm{C}$ ) | 176100 |
| Section B - Additional Benefits |  |
| Retirals \& Health Benefits (Annualized Amount) |  |
| Gratuity | 5769 |
| Mediclaim Insurance | 1100 |
| Total of Section B | 6869 |
| Total CTC (Section A + B) | 182969 |
| Incentive Indication (per annum)** | 36000 |
| Max Annual Total Remuneration | 218969 |
| In addition to Mediclaim employee will be covered under below additional benefits. <br> 1. Group Term Life Insurance worth Rs. 5 Lacs, <br> 2. Group Personal Accident Insurance worth Rs. 2 Lacs |  |
| -An employee contribution of $0.75 \%$ will be deducted from employees in hand salary Employer ESI contribution shall be at the rate of $3.25 \%$ of the gross salary. |  |
| ** Incentive amount is not a guaranteed a described herein. Only top performers are e performance. The incentive amount may also be with GlobalLogic for the financial year and will be the day the incentive is paid. | your CTC. It may be higher, lower or nil per the terms get this incentive basis their monthly/ quarterly performance. It is pro-rated to the duration spent you only if you are active on GlobalLogic's payroll on |

For GlobalLogic Technologies Private Ltd.


# SUTHERLAND 

# PROVISIONAL OFEER LETTER 

College Name: Avanthi Engineering College
Date: 18.11.2020

## Dear BATTULA SRAVYA

## SINDU,

## Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12 th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland
This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, $6^{\text {th }}$ floor, Chennai, Tamil Nadu, PIN 600063


# GlobalLogic 

## A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 $6^{\text {th }}$ Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

## For GlobalLogic Technologies Private Ltd.

## Shuchita Shukla

Authorized Signatory

## OFFER ACCEPTANCE \& DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on 18-November- 2020.

Signature


## GlobalLogic

A Hitachi Group Company

| Annexure-1 Salary Structure |  |
| :---: | :---: |
| Name: D SHARADA |  |
| Designation: Human Resource Department (PA) | Grade: CEO2 Band: X |
| WEF: 18 November-2020 | Location : Hyderabad |
| Section A - Gross Fixed Salary Break Up |  |
| Monthly Components (In Rs.) |  |
| Basic | 10000 |
| House Rent Allowance | 1251 |
| Statutory Bonus Information | 1800 |
| Special Allowance | 0 |
| ESI Information | 424 |
| Total Monthly (A) | 13475 |
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| National Pension Scheme- | 0 |
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| Gratuity | 5769 |
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| Incentive Indication (per annum)** | 36000 |
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| -An employee contribution of $0.75 \%$ will be deducted from employees in hand salary Employer ESI contribution shall be at the rate of $3.25 \%$ of the gross salary. |  |
| ** Incentive amount is not a guaranteed am described herein. Only top performers are e performance. The incentive amount may also be with GlobalLogic for the financial year and will b the day the incentive is paid. | your CTC. It may be higher, lower or nil per the terms get this incentive basis their monthly/ quarterly performance. It is pro-rated to the duration spent you only if you are active on GlobalLogic's payroll on |

For GlobalLogic Technologies Private Ltd.


## SS\&C

Date: December 18, 2020.

## To

DOMALAPALLY SAI PRASHANTH,
Location: Hyderabad,
India Business Title: Associate - Health Care Claims
Workday Title: Health Care Claims Examiner I
Grade: SI

## Sub: Appointment Letter

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from December 18, 2020 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

## 1. Designation:

1] The Company agrees to employ you and you agree to act as "Associate - Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

## 2. Compensation:

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.
2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.


# SUTHERLAND 

## PROVISIONAL OFEER LETTER

College Name: Avanthi Engineering College
Date: 18.11.2020

## Dear DURGAM MAHESH,

## Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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You will have to furnish the following documents during the hiring/onboarding process

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- 10 th, 12 th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland
This is a digitally generated soft copy hence a signature is not required Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, $6^{\text {th }}$ floor, Chennai, Tamil Nadu, PIN 600063


Date: 25/11/2020
To
E THIMMA REDDY,

## Dear E THIMMA REDDY,

We are happy to welcome you to TekWorks Enterprise Solutions Private Limited. As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, Training Program. Post the successful completion of the Training, you will be hired as a full-time employee of TekWorks. You will be paid INR $\mathbf{1 0 , 0 0 0}$ per month as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the Training Program, you will be issued an offer letter with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of TekWorks from Nov 2020. We look forward to you beginning your career with our Training Program within $2^{\text {st }}$ week of Dec 2020.

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,

```
G. Seidlar
```

Sridhar Tirumala
Managing Director


## DXCTechnology

08/11/2020

Dear G ANUSHA,

We are pleased to extend to you an offer of employment with DXC Technology. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms \& conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.
At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

## Lokendra Panth

Vice President - Human Resources

Date: 25/11/2020
To
GUJJE DINESH,

## Dear GUJJE DINESH

We are happy to welcome you to TekWorks Enterprise Solutions Private Limited. As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6 -month, Training Program. Post the successful completion of the Training, you will be hired as a full-time employee of TekWorks. You will be paid INR $\mathbf{1 0 , 0 0 0}$ per month as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the Training Program, you will be issued an offer letter with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of TekWorks from Nov 2020. We look forward to you beginning your career with our Training Program within $2^{\text {st }}$ week of Dec 2020.

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

## For TekWorks Enterprise Solutions Pvt Ltd.,



Sridhar Tirumala
Managing Director


## GlobalLogic

## A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 $6^{\text {th }}$ Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Range Reddy District.) at 9:30 am.

For GlobalLogic Technologies Private Ltd.

## Shuchita Shukla

Authorized Signatory

## OFFER ACCEPTANCE \& DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on 18-November- 2020.

Signature


## GlobalLogic

## A Hitachi Group Company

| Annexure-1 Salary Structure |  |
| :---: | :---: |
| Name: GUNDLA GANGADHAR GOUD |  |
| Designation: Human Resource Department (PA) | Grade: CEO2 Band: X |
| WEF: 18 November-2020 | Location : Hyderabad |
| Section A - Gross Fixed Salary Break Up |  |
| Monthly Components (In Rs.) |  |
| Basic | 10000 |
| House Rent Allowance | 1251 |
| Statutory Bonus Information | 1800 |
| Special Allowance | 0 |
| ESI Information | 424 |
| Total Monthly (A) | 13475 |
| Total Monthly Annualised (B) | 161700 |
| Annual Components (In Rs.) |  |
| Provident Fund (As per the PF Act 1952) | 14400 |
| National Pension Scheme- | 0 |
| Total Annualised (C) | 14400 |
| Total Fixed Annual Gross Salary ( $\mathrm{B}+\mathrm{C}$ ) | 176100 |
| Section B - Additional Benefits |  |
| Retirals \& Health Benefits (Annualized Amount) |  |
| Gratuity | 5769 |
| Mediclaim Insurance | 1100 |
| Total of Section B | 6869 |
| Total CTC (Section A + B) | 182969 |
| Incentive Indication (per annum)** | 36000 |
| Max Annual Total Remuneration | 218969 |
| In addition to Mediclaim employee will be covered under below additional benefits. <br> 1.Group Term Life Insurance worth Rs. 5 Lacs, <br> 2. Group Personal Accident Insurance worth Rs. 2 Lacs |  |
| -An employee contribution of $0.75 \%$ will be deducted from employees in hand salary Employer ESI contribution shall be at the rate of $3.25 \%$ of the gross salary. |  |
| ** Incentive amount is not a guaranteed a described herein. Only top performers are elig performance. The incentive amount may also with GlobalLogic for the financial year and will be the day the incentive is paid. | your CTC. It may be higher, lower or nil per the terms get this incentive basis their monthly/ quarterly performance. It is pro-rated to the duration spent you only if you are active on GlobalLogic's payroll on |

For GlobalLogic Technologies Private Ltd.

Associate Analyst, Content Engineering


PRINCIP $\wedge$

VinCloud Solutions Pvt. Litd F.No:24, FCI Colony, Miyapur Hyderabad-500049, Telangana Mail: hr@vincloudssolutions.com

## Letter of Appointment

To;
Date: 02-JUNE, 2020
JADHAV DARSHINI,

## Dear JADHAV DARSHINI,

Congratulations! We have pleasure in appointing you in our Company, VINCLOUD SOLUTIONS PVT LTD herein after referred to as "VinCloud", as "HR TRAINEE". You are requested to report for work on July $07^{\text {th }}, 2020$.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation - Your Annual CTC will be Rs. 2, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.


Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Annual Leave/Public Holidays -You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

Performance Review/increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company .

Termination -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 member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months ( 90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by

the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,
I accept the above offer on the terms indicated
For VinCloud Solutions Pvt. Ltd
$V$ inuthere
Vinuthna
Director


Signature \& Date


## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate Relieving letter from previous organization

Experience letter
Permanent Address
proof Pan card copy
Aadhar copy
Passport/DL photocopy 2 passport size photograph for office use\& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.

Date: 25/11/2020
To
JANNAMPALLY SONY,

## Dear JANNAMPALLY SONY,

We are happy to welcome you to TekWorks Enterprise Solutions Private Limited. As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, Training Program. Post the successful completion of the Training, you will be hired as a full-time employee of TekWorks. You will be paid INR $\mathbf{1 0 , 0 0 0}$ per month as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the Training Program, you will be issued an offer letter with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of TekWorks from Nov 2020. We look forward to you beginning your career with our Training Program within $2^{\text {st }}$ week of Dec 2020.

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,

soidlak

Sridhar Tirumala
Managing Director


# SUTHERLAND 

## PROVISIONAL OFEER LETTER

College Name: Avanthi Engineering College
Date: 18.11.2020

## Dear JESSU DIVYA,

## Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12 th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland
This is a digitally generated soft copy hence a signature is not required Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, $6^{\text {th }}$ floor, Chennai, Tamil Nadu, PIN 600063


## SS\&C

Date: December 18, 2020.

## To <br> K KULA SHEKHAR, <br> Location: Hyderabad, India Business Title: Associate - Health Care Claims <br> Workday Title: Health Care Claims Examiner I <br> Grade: SI

## Sub: Appointment Letter

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from December 18, 2020 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

## 1. Designation:

1] The Company agrees to employ you and you agree to act as "Associate - Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

## 2. Compensation:

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.
2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.

[^18]

VinCloud Solutions Pvt. Ltd.<br>F.No:24, FCI Colony, Miyapur Hyderabad-500049, Telangana<br>Mail: hr@vincloudsolutionstcom

## Letter of Appointment

To;
Date: 02-JUNE, 2020
K MALLA REDDY,

Dear K MALLA REDDY,
Congratulations! We have pleasure in appointing you in our Company, VINCLOUD SOLUTIONS PVT LTD herein after referred to as "VinCloud", as "HR TRAINEE". You are requested to report for work on July $07^{\text {th }}, 2020$.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation - Your Annual CTC will be Rs. 2, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.


Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Annual Leave/Public Holidays -You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

Performance Review/increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company.

Termination -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 member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reasons), during the probationary period. This employment is terminable by giving three months ( 90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by


PRINCIPe ${ }^{1}$.


Cuthapmi.is ( $)$, Aboullapunini.........
the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,
I accept the above offer on the terms indicated
For VinCloud Solutions Pvt. Ltd
Vinuthna
Vinuthna
Director


## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate Relieving letter from previous organization

Experience letter
Permanent Address
proof Pan card copy
Aadhar copy
Passport/DL photocopy 2 passport size photograph for office use\& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.

## GlobalLogic

## A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 $6^{\text {th }}$ Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Range Reddy District.) at 9:30 am.

## For GlobalLogic Technologies Private Ltd.

## Shuchita Shukla

Authorized Signatory

## OFFER ACCEPTANCE \& DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on 18-November- 2020.

Signature


## GlobalLogic

A Hitachi Group Company

| Annexure-1 Salary Structure |  |
| :---: | :---: |
| Name: KANDUKURI VISHAL |  |
| Designation: Human Resource Department (PA) | Grade: CEO2 Band: X |
| WEF: 18 November-2020 | Location : Hyderabad |
| Section A - Gross Fixed Salary Break Up |  |
| Monthly Components (In Rs.) |  |
| Basic | 10000 |
| House Rent Allowance | 1251 |
| Statutory Bonus Information | 1800 |
| Special Allowance | 0 |
| ESI Information | 424 |
| Total Monthly (A) | 13475 |
| Total Monthly Annualised (B) | 161700 |
| Annual Components (In Rs.) |  |
| Provident Fund (As per the PF Act 1952) | 14400 |
| National Pension Scheme- | 0 |
| Total Annualised (C) | 14400 |
| Total Fixed Annual Gross Salary ( $\mathrm{B}+\mathrm{C}$ ) | 176100 |
| Section B - Additional Benefits |  |
| Retirals \& Health Benefits (Annualized Amount) |  |
| Gratuity | 5769 |
| Mediclaim Insurance | 1100 |
| Total of Section B | 6869 |
| Total CTC (Section A + B) | 182969 |
| Incentive Indication (per annum)** | 36000 |
| Max Annual Total Remuneration | 218969 |
| In addition to Mediclaim employee will be covered under below additional benefits. <br> 1.Group Term Life Insurance worth Rs. 5 Lacs, <br> 2. Group Personal Accident Insurance worth Rs. 2 Lacs |  |
| -An employee contribution of $0.75 \%$ will be deducted from employees in hand salary Employer ESI contribution shall be at the rate of $3.25 \%$ of the gross salary. |  |
|  |  |
| ** Incentive amount is not a guaranteed a described herein. Only top performers are performance. The incentive amount may also with GlobalLogic for the financial year and will the day the incentive is paid. | your CTC. It may be higher, lower or nil per the terms get this incentive basis their monthly/ quarterly performance. It is pro-rated to the duration spent you only if you are active on GlobalLogic's payroll on |

For GlobalLogic Technologies Private Ltd.

## DXCTechnology

08/11/2020

Dear KASULA MOUNIKA,

We are pleased to extend to you an offer of employment with DXC Technology. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms \& conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.
At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

## Lokendra Panth

Vice President - Human Resources

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited) Registered Office:
Unit 13, Block 4, IMF Building, Chennai - 600045 .


VinCloud Solutions Pvt. Ltd. F.No:24, FCI Colony, Miyapur Hyderabad-500049, Telangana<br>Mail: hr@vincloudsolutions.com

## Letter of Appointment

To;
Date: 02-JUNE, 2020
KURVA NAGARAJU,

Dear KURVA NAGARAJU,

Congratulations! We have pleasure in appointing you in our Company, VINCLOUD SOLUTIONS PVT LTD herein after referred to as "VinCloud", as "HR TRAINEE". You are requested to report for work on July $07^{\text {th }}, 2020$.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation - Your Annual CTC will be Rs. 2, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.


PRINCIPA!

Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

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Performance Review/increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company.

Termination -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 member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months ( 90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by

the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.


Vinuthna
Director



## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate Relieving letter from previous organization
Experience letter
Permanent Address
proof Pan card copy
Aadhar copy
Passport/DL photocopy 2 passport size photograph for office use\& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.


# SUTHERLAND 

# PROVISIONAL OFEER LETTER 

College Name: Avanthi Engineering College
Date: 18.11.2020

## Dear LINGALA MOUNIKA,

## Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12 th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland
This is a digitally generated soft copy hence a signature is not required Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, $6^{\text {th }}$ floor, Chennai, Tamil Nadu, PIN 600063


PRINCIPN1.

# GlobalLogic 

## A Hitachi Group Company


#### Abstract

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 $6^{\text {th }}$ Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.


For GlobalLogic Technologies Private Ltd.

## Shuchita Shukla

Authorized Signatory

## OFFER ACCEPTANCE \& DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on 18-November- 2020.


## GlobalLogic

A Hitachi Group Company

| Annexure-1 Salary Structure |  |
| :---: | :---: |
| Name: MOHAMMED RESHMA BEE |  |
| Designation: Human Resource Department (PA) | Grade: CEO2 Band: X |
| WEF: 18 November-2020 | Location : Hyderabad |
| Section A - Gross Fixed Salary Break Up |  |
| Monthly Components (In Rs.) |  |
| Basic | 10000 |
| House Rent Allowance | 1251 |
| Statutory Bonus Information | 1800 |
| Special Allowance | 0 |
| ESI Information | 424 |
| Total Monthly (A) | 13475 |
| Total Monthly Annualised (B) | 161700 |
| Annual Components (In Rs.) |  |
| Provident Fund (As per the PF Act 1952) | 14400 |
| National Pension Scheme- | 0 |
| Total Annualised (C) | 14400 |
| Total Fixed Annual Gross Salary (B+C) | 176100 |
| Section B - Additional Benefits |  |
| Retirals \& Health Benefits (Annualized Amount) |  |
| Gratuity | 5769 |
| Mediclaim Insurance | 1100 |
| Total of Section B | 6869 |
| Total CTC (Section A + B) | 182969 |
| Incentive Indication (per annum)** | 36000 |
| Max Annual Total Remuneration | 218969 |
| In addition to Mediclaim employee will be covered under below additional benefits. <br> 1.Group Term Life Insurance worth Rs. 5 Lacs, <br> 2. Group Personal Accident Insurance worth Rs. 2 Lacs |  |
| -An employee contribution of $0.75 \%$ will be deducted from employees in hand salary Employer ESI contribution shall be at the rate of $3.25 \%$ of the gross salary. |  |
| ** Incentive amount is not a guaranteed amour described herein. Only top performers are eli performance. The incentive amount may also be with GlobalLogic for the financial year and will be the day the incentive is paid. | your CTC. It may be higher, lower or nil per the terms get this incentive basis their monthly/ quarterly performance. It is pro-rated to the duration spent you only if you are active on GlobalLogic's payroll on |

For GlobalLogic Technologies Private Ltd.


PRINCIPN!

## DXCTechnology

08/11/2020

Dear MUSKU KEERTHANA,

We are pleased to extend to you an offer of employment with DXC Technology. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms \& conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.
At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

## Lokendra Panth

Vice President - Human Resources

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai - 600045 .


VinCloud Solutions Pvt. Led<br>F.No:24, FCl Colony, Miyapur<br>Hyderabad-500049, Telangana<br>Mail: hr@vincloudsolutions.eom

## Letter of Appointment

To;
Date: 02-JUNE, 2020
MUSK VAMSHI,

Dear MUSKU VAMSHI,
Congratulations! We have pleasure in appointing you in our Company, VINCLOUD SOLUTIONS PVT LTD herein after referred to as "VinCloud", as "HR TRAINEE". You are requested to report for work on July $07^{\text {th }}, 2020$.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation - Your Annual CTC will be Rs. 2, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.


Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Annual Leave/Public Holidays -You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

Performance Review/increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company .

Termination -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 member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months ( 90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by

the company. These employment terms supersede and replace any existing agreement of r understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

## Yours sincerely,

I accept the above offer on the terms indicated

For Vincloud Solutions Pvt. Ltd
Vimuthna
Vinuthna
Director


Signature \& Date


PRINCIPAL

## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate Relieving letter from previous organization

Experience letter
Permanent Address
proof Pan card copy
Aadhar copy
Passport/DL photocopy 2 passport size photograph for office use\& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.


## SS\&C

Date: December 18, 2020.

## To

NAROJU KAVYA,
Location: Hyderabad, India Business Title: Associate - Health Care Claims Workday Title: Health Care Claims Examiner I
Grade: SI

## Sub: Appointment Letter

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from December 18, 2020 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

## 1. Designation:

1] The Company agrees to employ you and you agree to act as "Associate - Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

## 2. Compensation:

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.
2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.


Vincloud Solutions Pvt. Ltd. F.No:24, FCI Colony, Miyapur Hyderabad-500049, Telangana

Mail: hr@vincloudsolutions.com

## Letter of Appointment

To;
Date: 02-JUNE, 2020
PAGIDALA GOPINADH,

## Dear PAGIDALA GOPINADH,

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General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by

the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. Yof will be governed by the policies of the company that may be laid down / modified from time to time

We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.


Vinuthna
Director



## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate Relieving letter from previous organization

Experience letter
Permanent Address
proof Pan card copy
Aadhar copy
Passport/DL photocopy 2 passport size photograph for office use\& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.


## GlobalLogic

## A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 $6^{\text {th }}$ Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

## For GlobalLogic Technologies Private Ltd

## Shuchita Shukla

Authorized Signatory

## OFFER ACCEPTANCE \& DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on 18-November- 2020.

Signature


## GlobalLogic

## A Hitachi Group Company

| Annexure-1 Salary Structure |  |
| :---: | :---: |
| Name: PAMPARTHI ANITHA |  |
| Designation: Human Resource Department (PA) | Grade: CEO2 Band: X |
| WEF: 18 November-2020 | Location : Hyderabad |
| Section A - Gross Fixed Salary Break Up |  |
| Monthly Components (In Rs.) |  |
| Basic | 10000 |
| House Rent Allowance | 1251 |
| Statutory Bonus Information | 1800 |
| Special Allowance | 0 |
| ESI Information | 424 |
| Total Monthly (A) | 13475 |
| Total Monthly Annualised (B) | 161700 |
| Annual Components (In Rs.) |  |
| Provident Fund (As per the PF Act 1952) | 14400 |
| National Pension Scheme- | 0 |
| Total Annualised (C) | 14400 |
| Total Fixed Annual Gross Salary (B+C) | 176100 |
| Section B - Additional Benefits |  |
| Retirals \& Health Benefits (Annualized Amount) |  |
| Gratuity | 5769 |
| Mediclaim Insurance | 1100 |
| Total of Section B | 6869 |
| Total CTC (Section A + B) | 182969 |
| Incentive Indication (per annum)** | 36000 |
| Max Annual Total Remuneration | 218969 |

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs. 5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs
-An employee contribution of $0.75 \%$ will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of $3.25 \%$ of the gross salary.
** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.
For GlobalLogic Technologies Private Ltd.
Shuchita Shukla Gajula Rachana Gajula Rachana

Associate Analyst, Content Engineering


PRINCIPA

## DXCTechnology

08/11/2020

Dear PEDURI NAVEENA,

We are pleased to extend to you an offer of employment with DXC Technology. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms \& conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

## Lokendra Panth

Vice President - Human Resources

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited) Registered Office:
Unit 13, Block 4, IMF Building, Chennai - 600045.


## SS\&C

Date: December 18, 2020.

## To

PEYYILA SANDHYA,
Location: Hyderabad,
India Business Title: Associate - Health Care Claims
Workday Title: Health Care Claims Examiner I
Grade: SI

## Sub: Appointment Letter

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from December 18, 2020 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

## 1. Designation:

1] The Company agrees to employ you and you agree to act as "Associate - Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

## 2. Compensation:

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.
2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.


Date: 25/11/2020

## To

RESHMA CHANUMOLU,

## Dear RESHMA CHANUMOLU,

We are happy to welcome you to TekWorks Enterprise Solutions Private Limited. As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, Training Program. Post the successful completion of the Training, you will be hired as a full-time employee of TekWorks. You will be paid INR $\mathbf{1 0 , 0 0 0}$ per month as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the Training Program, you will be issued an offer letter with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of TekWorks from Nov 2020. We look forward to you beginning your career with our Training Program within $2^{\text {st }}$ week of Dec 2020.

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,
G. Seidhar

## Sridhar Tirumala

Managing Director


PRINCIPAl

# SUTHERLAND 

## PROVISIONAL OFEER LETTER

College Name: Avanthi Engineering College
Date: 18.11.2020

## Dear RUPIREDDY SAGAR

## REDDY,

## Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12 th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland
This is a digitally generated soft copy hence a signature is not required Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc-A1, $6^{\text {th }}$ floor, Chennai, Tamil


# GlobalLogic 

## A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 $6^{\text {th }}$ Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

## For GlobalLogic Technologies Private Ltd.

## Shuchita Shukla <br> Authorized Signatory

## OFFER ACCEPTANCE \& DECLARATION

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Signature


## GlobalLogic

## A Hitachi Group Company

| Annexure-1 Salary Structure |  |
| :---: | :---: |
| Name: SANTIKA SAINATH |  |
| Designation: Human Resource Department (PA) | Grade: CEO2 Band: X |
| WEF: 18 November-2020 | Location : Hyderabad |
| Section A - Gross Fixed Salary Break Up |  |
| Monthly Components (In Rs.) |  |
| Basic | 10000 |
| House Rent Allowance | 1251 |
| Statutory Bonus Information | 1800 |
| Special Allowance | 0 |
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| Total Monthly (A) | 13475 |
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| -An employee contribution of $0.75 \%$ will be dedu Employer ESI contribution shall be at the rate of <br> ** Incentive amount is not a guaranteed a described herein. Only top performers are performance. The incentive amount may also be with GlobalLogic for the financial year and will b the day the incentive is paid. | employees in hand salary the gross salary. <br> your CTC. It may be higher, lower or nil per the terms get this incentive basis their monthly/ quarterly r performance. It is pro-rated to the duration spent you only if you are active on GlobalLogic's payroll on |

For GlobalLogic Technologies Private Ltd.

> Shuchita Shukla Gajula Rachana Gajula Rachana

Associate Analyst, Content Engineering


## SS\&C

Date: December 18, 2020.

## To <br> SIDDAGONI SAITEJA, <br> Location: Hyderabad, India Business Title: Associate - Health Care Claims <br> Workday Title: Health Care Claims Examiner I <br> Grade: SI

## Sub: Appointment Letter

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from December 18, 2020 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

## 1. Designation:

1] The Company agrees to employ you and you agree to act as "Associate - Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

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Date: 25/11/2020
To
SUMUKAM SREEJA,

## Dear SUMUKAM SREEJA,

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As an organization, we value PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6 -month, Training Program. Post the successful completion of the Training, you will be hired as a full-time employee of TekWorks. You will be paid INR $\mathbf{1 0 , 0 0 0}$ per month as a stipend during these 6 months of training.

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Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,
Cs. Seidlar

## Sridhar Tirumala

Managing Director


# SUTHERLAND 

# PROVISIONAL OFEER LETTER 

College Name: Avanthi Engineering College
Date: 18.11.2020

## Dear NEPURI

## MALLESHWARI,

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- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland
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## SS\&C

Date: December 18, 2020.

## To

SAMA VANDANA REDDY, Location: Hyderabad, India Business Title: Associate - Health Care Claims Workday Title: Health Care Claims Examiner I Grade: SI

## Sub: Appointment Letter

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from December 18, 2020 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

## 1. Designation:

1] The Company agrees to employ you and you agree to act as "Associate - Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

## 2. Compensation:

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.
2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.


# DXCTechnology 

08/11/2020

## Dear KADUKUNTLA NARENDER REDDY,

We are pleased to extend to you an offer of employment with DXC Technology. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms \& conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.
At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

## Lokendra Panth

Vice President - Human Resources

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai-600 045.


# SUTHERLAND 

# PROVISIONAL OFEER LETTER 

College Name: Avanthi Engineering College
Date: 18.11.2020

## Dear JANGA SREEJA

## REDDY,

## Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12 th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland
This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, $6^{\text {th }}$ floor, Chennai, Tamil Nadu, PIN 600063


VinCloud Solutions Pvt.L.td.
F.No:24, FCI Colony, Miyapur

Hyderabad-500049, Telangana
Mail: hr@vincloudstolutions.com

## Letter of Appointment

## To;

Date: 02-JUNE, 2020
TAMVADA PRADHYUMNA,

## Dear TAMVADA PRADHYUMNA,

Congratulations! We have pleasure in appointing you in our Company, VINCLOUD SOLUTIONS PVT LTD herein after referred to as "VinCloud", as "HR TRAINEE". You are requested to report for work on July $07^{\text {th }}, 2020$.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation - Your Annual CTC will be Rs. 2, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.


Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Annual Leave/Public Holidays -You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

Performance Review/increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company .

Termination -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 member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months ( 90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by

the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,
I accept the above offer on the terms indicated
For VinCloud Solutions Pvt. Ltd
Vinuthna
Vinuthna
Director


Signature \& Date


## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate Relieving letter from previous organization
Experience letter
Permanent Address
proof Pan card copy
Aadhar copy
Passport/DL photocopy 2 passport size photograph for office use\& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.


## DXCTechnology

08/11/2020

## Dear SAKALA SUCHITRA,

We are pleased to extend to you an offer of employment with DXC Technology. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms \& conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

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At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

## Lokendra Panth

Vice President - Human Resources


PRINCIPe^!

## SS\&C

Date: December 18, 2020.

## To

TATI VENKATADRI NAIDU,
Location: Hyderabad,
India Business Title: Associate - Health Care Claims
Workday Title: Health Care Claims Examiner I
Grade: SI

## Sub: Appointment Letter

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from December 18, 2020 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

## 1. Designation:

1] The Company agrees to employ you and you agree to act as "Associate - Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

## 2. Compensation:

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.
2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.


Vincloud Solutions Pvt. Ltd.<br>F.No:24, FCI Colgny, Miyapur<br>Hyderabad-500049, Telangan3<br>Mail: hr@vincloudsolutions.com

## Letter of Appointment

## Dear THATTI ANIKETH,

Congratulations! We have pleasure in appointing you in our Company, VINCLOUD SOLUTIONS PVT LTD herein after referred to as "VinCloud", as "HR TRAINEE". You are requested to report for work on July $07^{\text {th }}, 2020$.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation - Your Annual CTC will be Rs. 2, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.

Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Annual Leave/Public Holidays -You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

Performance Review/increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company.

Termination -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 member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

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Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months ( 90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by

the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,
l accept the above offer on the terms indicated
For VinCloud Solutions Pvt. Ltd
Vimuthna
Vinuthna
Director


Signature \& Date


## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate Relieving letter from previous organization
Experience letter
Permanent Address
proof Pan card copy

## Aadhar copy

Passport/DL photocopy 2 passport size photograph for office use\& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.

## SUTHERLAND

## PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College
Date: 18.11.2020

## Dear BOINI PRASAD,

## Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12 th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland
This is a digitally generated soft copy hence a signature is not required Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, $6^{\text {th }}$ floor, Chennai, Tamil Nadu, PIN 600063


## SS\&C

## To

NALLA ANIL, Location: Hyderabad, India Business Title: Associate - Health Care Claims
Workday Title: Health Care Claims Examiner I Grade: SI

## Sub: Appointment Letter

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from December 18, 2020 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

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## 2. Compensation:

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.
2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.


Date: 25/11/2020
To
K VINA KUMAR,

## Dear K VINAY KUMAR,

We are happy to welcome you to TekWorks Enterprise Solutions Private Limited. As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, Training Program. Post the successful completion of the Training, you will be hired as a full-time employee of TekWorks. You will be paid INR $\mathbf{1 0 , 0 0 0}$ per month as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the Training Program, you will be issued an offer letter with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of TekWorks from Nov 2020. We look forward to you beginning your career with our Training Program within $2^{\text {st }}$ week of Dec 2020.

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

## For TekWorks Enterprise Solutions Pvt Ltd.


3. Seidlak

Sridhar Tirumala
Managing Director


VinCloud Solutions Pvt. Ltd.<br>F.No:24, FCI Colony, Miyapur<br>Hyderabad-500049, Telangana<br>Mail: hr@vincloudsolutions.com

家

## Letter of Appointment

To;
Date: 02-JUNE, 2020
THOTA DEEKSHA,

## Dear THOTA DEEKSHA,

Congratulations! We have pleasure in appointing you in our Company, VINCLOUD SOLUTIONS PVT LTD herein after referred to as "VinCloud", as "HR TRAINEE". You are requested to report for work on July $07^{\text {th }}, 2020$.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

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We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

## Yours sincerely,

I accept the above offer on the terms indicated
For VinCloud, Solutions Pvt. Ltd
Vimuthna
Vinuthna
Director


Signature \& Date

## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate Relieving letter from previous organization
Experience letter
Permanent Address
proof Pan card copy
Aadhar copy
Passport/DL photocopy 2 passport size photograph for office use\& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.


# SUTHERLAND 

## PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College
Date: 18.11.2020

## Dear VALLEPU

## THIRUPATHI RAO,

## Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland
This is a digitally generated soft copy hence a signature is not required Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, $6^{\text {th }}$ floor, Chennai, Tamil. Nadu, PIN 600063


## DXCTechnology

08/11/2020

Dear VELMINETI VINEESHA,

We are pleased to extend to you an offer of employment with DXC Technology. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms \& conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.
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To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

## Lokendra Panth

Vice President - Human Resources

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Unit 13, Block 4, IMF Building, Chennai - 600045.


Date: 25/11/2020
To
YADAGIRI RAVALI,

## Dear YADAGIRI RAVALI,

We are happy to welcome you to TekWorks Enterprise Solutions Private Limited. As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, Training Program. Post the successful completion of the Training, you will be hired as a full-time employee of TekWorks. You will be paid INR $\mathbf{1 0 , 0 0 0}$ per month as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the Training Program, you will be issued an offer letter with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of TekWorks from Nov 2020. We look forward to you beginning your career with our Training Program within $2^{\text {st }}$ week of Dec 2020.

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,
G. Seidhar

## Sridhar Tirumala

Managing Director


## GlobalLogic

## A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 $6^{\text {th }}$ Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

## For GlobalLogic Technologies Private Ltd.

## Shuchita Shukla

Authorized Signatory

## OFFER ACCEPTANCE \& DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on 18-November- 2020.

Signature


## GlobalLogic

A Hitachi Group Company

| Annexure-1 Salary Structure |  |
| :---: | :---: |
| Name: YERRA SHALINI |  |
| Designation: Human Resource Department (PA) | Grade: CEO2 Band: X |
| WEF: 18 November-2020 | Location : Hyderabad |
| Section A - Gross Fixed Salary Break Up |  |
| Monthly Components (In Rs.) |  |
| Basic | 10000 |
| House Rent Allowance | 1251 |
| Statutory Bonus Information | 1800 |
| Special Allowance | 0 |
| ESI Information | 424 |
| Total Monthly (A) | 13475 |
| Total Monthly Annualised (B) | 161700 |
| Annual Components (In Rs.) |  |
| Provident Fund (As per the PF Act 1952) | 14400 |
| National Pension Scheme- | 0 |
| Total Annualised (C) | 14400 |
| Total Fixed Annual Gross Salary (B+C) | 176100 |
| Section B - Additional Benefits |  |
| Retirals \& Health Benefits (Annualized Amount) |  |
| Gratuity | 5769 |
| Mediclaim Insurance | 1100 |
| Total of Section B | 6869 |
| Total CTC (Section A + B) | 182969 |
| Incentive Indication (per annum)** | 36000 |
| Max Annual Total Remuneration | 218969 |
| In addition to Mediclaim employee will be covered under below additional benefits. <br> 1.Group Term Life Insurance worth Rs. 5 Lacs, <br> 2. Group Personal Accident Insurance worth Rs. 2 Lacs |  |
| -An employee contribution of $0.75 \%$ will be deducted from employees in hand salary Employer ESI contribution shall be at the rate of $3.25 \%$ of the gross salary. |  |
| ** Incentive amount is not a guaranteed am described herein. Only top performers are eligit performance. The incentive amount may also be with GlobalLogic for the financial year and will b the day the incentive is paid. | your CTC. It may be higher, lower or nil per the terms get this incentive basis their monthly/ quarterly performance. It is pro-rated to the duration spent you only if you are active on GlobalLogic's payroll on |

For GlobalLogic Technologies Private Ltd.

[^19]Associate Analyst, Content Engineering


PRINCIPAI

VinCloud Solutions PVt. Ltd
F.No:24, FCI Colony, Miyapur Hyderabad-500049, Telangana

Mail: hr@vincloudsolutions.com

## Letter of Appointment

## To;

Date: 02-JUNE, 2020
ALESHWAR VIJAY KUMAR,

## Dear ALESHWAR VIJAY KUMAR,

Congratulations! We have pleasure in appointing you in our Company, VINCLOUD SOLUTIONS PVT LTD herein after referred to as "VinCloud", as "HR TRAINEE". You are requested to report for work on July $07^{\text {th }}, 2020$.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation - Your Annual CTC will be Rs. 2, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.


Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Annual Leave/Public Holidays -You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

Performance Review/increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company .

Termination -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 member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months ( 90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by

the company. These employment terms supersede and replace any existing agreement ôr understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,

For VinCloud Solutions Pvt. Ltd

## Vinuthma

Vinuthna
Director

I accept the above offer on the terms indicated
nemer

## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate Relieving letter from previous organization
Experience letter
Permanent Address
proof Pan card copy
Aadhar copy
Passport/DL photocopy 2 passport size photograph for office use\& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.


## SS\&C

Date: December 18, 2020.

## To

## GONDI SHIRISHA,

## Location: Hyderabad,

India Business Title: Associate - Health Care Claims
Workday Title: Health Care Claims Examiner I
Grade: SI

## Sub: Appointment Letter

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from December 18, 2020 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

## 1. Designation:

1] The Company agrees to employ you and you agree to act as "Associate - Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

## 2. Compensation:

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.
2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.


[^0]:    www.aietg.ac.in email: principal.avanthi@gmail.com

[^1]:    PRINCIPAI

[^2]:    Eidiko Systems Integrators, Suite \#1, Floor \#1, MJR Magnifique, Avanthapalily (V), Abdullapurmol (.i.in, Ris. Toch Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

[^3]:    Eidiko Systems Integrators, Suite \#1, Floor \#1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

[^4]:    - Eidiko Systems Integrators, Suite \#1, Floor \#1, MJR Magnifique,

[^5]:    Eidiko Systems Integrators, Suite \#1, Floor \#1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

[^6]:    Eidiko Systems Integrators, Suite \#1, Floor \#1, MJR Magnifique,

[^7]:    - Eidiko Systems Integrators, Suite \#1, Floor \#1, MJR Magnifique,

    Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

[^8]:    Eidiko Systems Integrators, Suite \#1, Floor \#1, MJR Magnifique,

[^9]:    Eidiko Systems Integrators, Suite \#1, Floor \#1, MJR Magnifique,

[^10]:    Eidiko Systems Integrators, Suite \#1, Floor \#1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

[^11]:    REG OFF Wis IV. Fth Floor, Noma Budging, $241 / 242$ Backbay Reclamation. Norman Point. Mumbai

[^12]:    Lait 'G. \#ith Floot. Nema Bubing, 241:242 Baikbar Reclamation, Naman Poit, tumbat

[^13]:     Vistex Gmoth, Atrott Strasse 31, D-69t00, Waiourt Germany Tel + 49-6.227 - 73-153i . Fex $+49 \cdot 6-227^{\circ} \cdot 73 \cdot 1536$ Vistex the, 2300 Bamigton Road, Suite 550, Hottman Estates th, 60169. USA Tel +1 - $847-490-0420$ Fax $+3-847-490-8418$
    

[^14]:    Gunthopaly (quegh iula outside

[^15]:    Gunihapally $\left(\begin{array}{l}\text { and }\end{array}\right.$

[^16]:    puantri ins situte sưuapuniet (No

[^17]:    - From date of joining, women associates will be entilied to matemily leave based on elloptilly as spectiled In the Maternly, Berefti Act
    * In addifion to the above, as per Cogntzant pollcy, you are ellible fot cifig adogion leave and paterntly kave by adhering to the condilions as spectied in the Cogntzant indiar Leave policy

[^18]:    DST Worldwide Services India Private Limited $5^{\text {th }}$ Floor, Block B. Q City, Narayanaguda, Central University Campus, Gachibowli, Hyderabad - 500048, Telangana, India: +91 40-66125555, +91-40 66125999

    CIN \# UT2200TG20000PT7C034124

[^19]:    Shuchita Shukla Gajula Rachana
    Gajula Rachana

