5.2.1.1: Number of outgoing students placed and / or progressed to higher education during the academic year 2020-2021

SUMMARY OF STUDENTS PLACED AND HIGHER EDUCATION- ACADEMIC YEAR 2020-2021

Academic year	2020-2021
No of final year students	**465**
No of students placed	376
No of students progressed to higher education	16
Total no of students placed and higher education	**392**
Percentage of placement of outgoing students and students progressing to higher education	**84.3%**

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Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, Recg. By Govt. of T.S & Affiliated to JNTUH, Hyderabad)
NAAC "B++" Accredited Institute
Gunthapally (V), Abdullapurmet(M), RR Dist, Near Ramoji Film City, Hyderabad -501512.
www.aietg.ac.in email: principal.avanthi@gmail.com

PLACEMENT DETAILS :2020-2021

SNo	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR)	Page No.
1	2020-2021	BERA MAHESH	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	37 – 40
2	2020-2021	BODDUPALLY SAIKIRAN	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	41 – 44
3	2020-2021	THORLIKONDA R SLOKA	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	45 – 48
4	2020-2021	KALIKAR MONIKA	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	49 – 52
5	2020-2021	MANKENA UDAY BHANU	PG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	53 – 56
6	2020-2021	MADDULA RANJITH	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	57 – 60
7	2020-2021	MANDALOJU SRAVANI	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	61 – 64
8	2020-2021	NUCHU MOUNIKA	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	65 – 68
9	2020-2021	NALLABATI SAI CHARAN	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	69 – 72

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

10	2020-2021	K NANDINI	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	73 – 76
11	2020-2021	VINJAMURI NAVEEN KUMAR	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	77 – 80
12	2020-2021	NIKHAR JAISWAL	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	81 – 84
13	2020-2021	PATNAM RAMYA	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	85 – 88
14	2020-2021	PONNALA SRIKANTH	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	89 – 92
15	2020-2021	POLE PRANAYVARDHAN	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	93 – 96
16	2020-2021	CHERVIRALLA SAI TEJA	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	97 – 100
17	2020-2021	SHIVA SAI KULKARNI	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	101 – 104
18	2020-2021	VARALA BHARATH REDDY	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	105 – 108
19	2020-2021	YELMA SHARANYA REDDY	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	109 – 112
20	2020-2021	GUNDALA NAVEEN	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	113 – 116
21	2020-2021	GURRAM DINESH KUMAR	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	117 – 120

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

22	2020-2021	GARLAPATI SAIKIRAN REDDY	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	121 – 124
23	2020-2021	BARLA SHAILAJA	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	125 – 128
24	2020-2021	BALLA SHIVA KRISHNA	UG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	129 – 132
25	2020-2021	BOYAPALLY ANITHA	PG	2021	Infoane Technologies - Mr krishna - 9959414904	1.2 LPA	133 – 136
26	2020-2021	AKULA KIRANMAI	UG	2021	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	137 – 138
27	2020-2021	AMBATI MANOJ	UG	2021	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	139 – 140
28	2020-2021	BALJAPALLI SHIVA KUMAR	PG	2021	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	141 – 142
29	2020-2021	BEERAM BHARGAV REDDY	UG	2021	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	143 – 144
30	2020-2021	BONGU RAMYA	PG	2021	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	145 – 146
31	2020-2021	DOMMATI SAI TEJA	UG	2021	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	147 – 148
32	2020-2021	MADURI RAKESH	UG	2021	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	149 – 150
33	2020-2021	RAVVA SHASHIDHAR	UG	2021	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	151 – 152

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

34	2020-2021	VADITHYA PAVAN	UG	2021	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	153 – 154
35	2020-2021	YEDLA NAVEEN KUMAR	UG	2021	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	155 – 156
36	2020-2021	GADDAM PAVAN KALYAN GOUD	UG	2021	Amazon , Bharath - 9620999974	2.26 LPA	157 – 158
37	2020-2021	ALE DINESH	UG	2021	Amazon , Bharath - 9620999974	2.26 LPA	159 – 160
38	2020-2021	AGRARAM SANTHOSHA	UG	2021	Amazon , Bharath - 9620999974	2.26 LPA	161 – 162
39	2020-2021	BOJADLA VENKATA SAIRAM	UG	2021	Amazon , Bharath - 9620999974	2.26 LPA	163 – 164
40	2020-2021	DYAGALA AJAY KUMAR	UG	2021	Amazon , Bharath - 9620999974	2.26 LPA	165 – 166
41	2020-2021	TULASIGARI BHAVANI	UG	2021	Amazon , Bharath - 9620999974	2.26 LPA	167 – 168
42	2020-2021	ANUMALLA PRADEEP KUMAR	UG	2021	Amazon , Bharath - 9620999974	2.26 LPA	169 – 170
43	2020-2021	CHINTAPALLY ANOJ KUMAR	UG	2021	Amazon , Bharath - 9620999974	2.26 LPA	171 – 172
44	2020-2021	ESHWARE AKSHAYKUMAR	UG	2021	Amazon , Bharath - 9620999974	2.26 LPA	173 – 174
45	2020-2021	AKULA RAJKUMAR	PG	2021	Tripod - Pratap - 8790325026	2.0 LPA	175 – 178

PRINCIPAL
Avanthi Institute of Engg. & Tech
Abdullapurmet (Mdl), R.R. Dist

46	2020-2021	BETHU DILEEPKUMAR	UG	2021	Tripod - Pratap - 8790325026	2.0 LPA	179 – 182
47	2020-2021	BONTHA SRIKANTH	UG	2021	Tripod - Pratap - 8790325026	2.0 LPA	183 – 186
48	2020-2021	BYRAMPALLI SHAILAJA	UG	2021	Tripod - Pratap - 8790325026	2.0 LPA	187 – 190
49	2020-2021	CHIRRA SAIKUMAR	UG	2021	Tripod - Pratap - 8790325026	2.0 LPA	191 – 194
50	2020-2021	D E S CHANDRA DILEEP	UG	2021	Tripod - Pratap - 8790325026	2.0 LPA	195 – 198
51	2020-2021	DYAVARISETTI HARIKA	UG	2021	Tripod - Pratap - 8790325026	2.0 LPA	199 – 202
52	2020-2021	KASTURI PHANEENDRA-	UG	2021	Tripod - Pratap - 8790325026	2.0 LPA	203 – 206
53	2020-2021	KATHI ANIL REDDY	UG	2021	Tripod - Pratap - 8790325026	2.0 LPA	207 – 210
54	2020-2021	KATHIK CHARY	PG	2021	Tripod - Pratap - 8790325026	2.0 LPA	211 – 214
55	2020-2021	KUNSOTH PRIYANKA	PG	2021	Tripod - Pratap - 8790325026	2.0 LPA	215 – 218
56	2020-2021	PARUPALLI SHIVANE	UG	2021	Tripod - Pratap - 8790325026	2.0 LPA	219 – 222
57	2020-2021	SHANIGARAPU SANDHYA	UG	2021	Tripod - Pratap - 8790325026	2.0 LPA	223 – 226

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

58	2020-2021	SIDDULA SAI TEJA	UG	2021	Tripod - Pratap - 8790325026	2.0 LPA	227 – 230
59	2020-2021	V SRILAXMI	UG	2021	Tripod - Pratap - 8790325026	2.0 LPA	231 – 234
60	2020-2021	JAKKULA NARESH	PG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	235
61	2020-2021	MUSHAM DEEPIKA	PG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	236
62	2020-2021	MAMIDALA NAGARAJU	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	237
63	2020-2021	MOOLA ABHISHEK	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	238
64	2020-2021	NANDIKONDA MEGHANA	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	239
65	2020-2021	RAMAVATH VINOD NAIK	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	240
66	2020-2021	VADDEPALLY CHARAN SAGAR	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	241
67	2020-2021	VANGALA SPANDANA	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	242
68	2020-2021	DESHAM DIVYA GOUD	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	243
69	2020-2021	KOTLA HARSHAVARDHAN	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	244

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

70	2020-2021	RUDRARAM KEERTHI	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	245
71	2020-2021	JELLA VAMSHI KRISHNA	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	246
72	2020-2021	DHONDI AKHIL	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	247
73	2020-2021	CHERUKUPALLY RAJU	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	248
74	2020-2021	KASAM AKHIL REDDY	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	249
75	2020-2021	POLURI NAGA SAI HARISH	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	250
76	2020-2021	GANGULA BHARATH CHANDRA	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	251
77	2020-2021	RAYALA NUTHANA	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	252
78	2020-2021	BANOTH PREMKUMAR	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	253
79	2020-2021	DEVARAKONDA RAJITHA	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	254
80	2020-2021	ERABATHULA JAGADHISHKUMAR	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	255
81	2020-2021	PAYYAVULA PAVANKUMAR	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	256

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

82	2020-2021	SATHYAMOLLA HARISH GOUD	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	257
83	2020-2021	METTU RAVI KUMAR	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	258
84	2020-2021	SOMU SAITEJA REDDY	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	259
85	2020-2021	BOYA SAI KUMAR	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	260
86	2020-2021	SETTI PAVAN	UG	2021	Maha Electronics - Mr Pavan - 8008502732	1.23 LPA	261
87	2020-2021	KOKKULA VISHNU VARDHAN	UG	2021	XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED - Ms Jayshree - 9940029274	96000	262
88	2020-2021	ARRA ANOOP REDDY	UG	2021	XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED - Ms Jayshree - 9940029274	96000	263
89	2020-2021	CHAPPIDI SRIKANTH REDDY	UG	2021	XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED - Ms Jayshree - 9940029274	96000	264
90	2020-2021	GANJI VAMSHI	UG	2021	XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED - Ms Jayshree - 9940029274	96000	265
91	2020-2021	VEMPARALA SRI HARSHA	UG	2021	XPLORE INFORMATION TECHNOLOGY PRIVATE	96000	266

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

					LIMITED - Ms Jayshree - 9940029274		
92	2020-2021	K SURESH	UG	2021	XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED - Ms Jayshree - 9940029274	96000	267
93	2020-2021	GADU RAHUL	UG	2021	XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED - Ms Jayshree - 9940029274	96000	268
94	2020-2021	ERUGU SAIKUMAR	PG	2021	YESPEAL TECHNOLOGIES PVT LTD - Mr Praveen Peter - 7022198007	4.0 to 7.0 LPA	269 – 274
95	2020-2021	KASANI SRIKANTH	PG	2021	YESPEAL TECHNOLOGIES PVT LTD - Mr Praveen Peter - 7022198007	4.0 to 7.0 LPA	275 – 280
96	2020-2021	AMALLA VARSHITHA REDDY	UG	2021	YESPEAL TECHNOLOGIES PVT LTD - Mr Praveen Peter - 7022198007	4.0 to 7.0 LPA	281 – 286
97	2020-2021	KOMURAVELLI SRI LAXMI & 9912930500	UG	2021	YESPEAL TECHNOLOGIES PVT LTD - Mr Praveen Peter - 7022198007	4.0 to 7.0 LPA	287 – 292
98	2020-2021	YEDAMAKANTI NAVEEN KUMAR REDDY	UG	2021	YESPEAL TECHNOLOGIES PVT LTD - Mr Praveen Peter - 7022198007	4.0 to 7.0 LPA	293 – 298

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

99	2020-2021	VEERAMALLA AKHIL	UG	2021	YESPEAL TECHNOLOGIES PVT LTD - Mr Praveen Peter - 7022198007	4.0 to 7.0 LPA	299 – 304
100	2020-2021	KOTA SANDEEP	UG	2021	YESPEAL TECHNOLOGIES PVT LTD - Mr Praveen Peter - 7022198007	4.0 to 7.0 LPA	305 – 310
101	2020-2021	KURA SHIVA PRASAD	UG	2021	YESPEAL TECHNOLOGIES PVT LTD - Mr Praveen Peter - 7022198007	4.0 to 7.0 LPA	311 – 316
102	2020-2021	POTHARAJULA SHANKARA SHESHANKA KIREETI	UG	2021	YESPEAL TECHNOLOGIES PVT LTD - Mr Praveen Peter - 7022198007	4.0 to 7.0 LPA	317 – 322
103	2020-2021	GUGULOTH BINDU	UG	2021	YESPEAL TECHNOLOGIES PVT LTD - Mr Praveen Peter - 7022198007	4.0 to 7.0 LPA	323 – 328
104	2020-2021	VANGARA SANDEEP	UG	2021	YESPEAL TECHNOLOGIES PVT LTD - Mr Praveen Peter - 7022198007	4.0 to 7.0 LPA	329 – 334
105	2020-2021	KOYYA NANDHINI	UG	2021	YESPEAL TECHNOLOGIES PVT LTD - Mr Praveen Peter - 7022198007	4.0 to 7.0 LPA	335 – 340
106	2020-2021	VEESAM JESHWANTH KUMAR	UG	2021	YESPEAL TECHNOLOGIES PVT LTD - Mr Praveen Peter -	4.0 to 7.0 LPA	341 – 346

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

					7022198007		
107	2020-2021	VADTHYAVATH CHANDRASHEKHAR	UG	2021	YESPEAL TECHNOLOGIES PVT LTD - Mr Praveen Peter - 7022198007	4.0 to 7.0 LPA	347 – 352
108	2020-2021	GOLLAPALLY SAIKUMAR	UG	2021	K Tree Computer Solutions India (P) Ltd - Ms Kamala / Ms Shameem - 040-66747261	3 LPA	353
109	2020-2021	VAKITI SRIKANTH REDDY	UG	2021	K Tree Computer Solutions India (P) Ltd - Ms Kamala / Ms Shameem - 040-66747261	3 LPA	354
110	2020-2021	NAKIREKANTI SANDEEP	UG	2021	K Tree Computer Solutions India (P) Ltd - Ms Kamala / Ms Shameem - 040-66747261	3 LPA	355
111	2020-2021	MAIDAM SHYALAJA	UG	2021	K Tree Computer Solutions India (P) Ltd - Ms Kamala / Ms Shameem - 040-66747261	3 LPA	356
112	2020-2021	MUDHIREDDY PRAVEEN REDDY	UG	2021	K Tree Computer Solutions India (P) Ltd - Ms Kamala / Ms Shameem - 040-66747261	3 LPA	357
113	2020-2021	RECHAVENI NAVEEN	UG	2021	K Tree Computer Solutions India (P) Ltd - Ms Kamala / Ms Shameem - 040-66747261	3 LPA	358

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

114	2020-2021	CHILAKA PRAVEEN KUMAR	UG	2021	K Tree Computer Solutions India (P) Ltd - Ms Kamala / Ms Shameem - 040-66747261	3 LPA	359
115	2020-2021	CHERUKU PRUDHVI	UG	2021	K Tree Computer Solutions India (P) Ltd - Ms Kamala / Ms Shameem - 040-66747261	3 LPA	360
116	2020-2021	ARKATALA BHARGAV SAI	UG	2021	K Tree Computer Solutions India (P) Ltd - Ms Kamala / Ms Shameem - 040-66747261	3 LPA	361
117	2020-2021	M ABHISHEK	PG	2021	Fixity - Ms Rajini - 7702537220	3.0 To 6.0 LPA	362 – 367
118	2020-2021	ANANTHULA MANASWINI	PG	2021	Fixity - Ms Rajini - 7702537220	3.0 To 6.0 LPA	368 – 373
119	2020-2021	D S CHANDANA	PG	2021	Fixity - Ms Rajini - 7702537220	3.0 To 6.0 LPA	374 – 379
120	2020-2021	INDRAGANTI AKHIL KRISHNA	PG	2021	Fixity - Ms Rajini - 7702537220	3.0 To 6.0 LPA	380 – 385
121	2020-2021	KIRAN REDDY G	PG	2021	Fixity - Ms Rajini - 7702537220	3.0 To 6.0 LPA	386 – 391
122	2020-2021	MOHAMMED ABDUL FAISAL	PG	2021	Fixity - Ms Rajini - 7702537220	3.0 To 6.0 LPA	392 – 397
123	2020-2021	SAJJAN LAVAN KUMAR	PG	2021	Fixity - Ms Rajini - 7702537220	3.0 To 6.0 LPA	398 – 403

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

124	2020-2021	SIDDAGONI ROHINI	PG	2021	Fixity - Ms Rajini - 7702537220	3.0 To 6.0 LPA	404 – 409
125	2020-2021	TUDUKURTHY HARITHA	PG	2021	Fixity - Ms Rajini - 7702537220	3.0 To 6.0 LPA	410 – 415
126	2020-2021	BURMA SUSHEELA	UG	2021	NTT DATA - Mr Parthiban - 9686682180	3.5 LPA	416 – 417
127	2020-2021	K GIRISH	UG	2021	NTT DATA - Mr Parthiban - 9686682180	3.5 LPA	418 – 419
128	2020-2021	MAKTHA RESHMA	UG	2021	NTT DATA - Mr Parthiban - 9686682180	3.5 LPA	420 – 421
129	2020-2021	P ANAND	UG	2021	NTT DATA - Mr Parthiban - 9686682180	3.5 LPA	422 – 423
130	2020-2021	PUPALA LAKSHMAN KUMAR	UG	2021	NTT DATA - Mr Parthiban - 9686682180	3.5 LPA	424 – 425
131	2020-2021	JAIDI SRAVANTHI	PG	2021	NTT DATA - Mr Parthiban - 9686682180	3.5 LPA	426 – 427
132	2020-2021	BAKKATHATLA KIRAN MAHESH	UG	2021	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	428 – 430
133	2020-2021	BOMMARATHI NAGARAJU	UG	2021	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	431 – 433
134	2020-2021	DEVI REDDY POOJA	UG	2021	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	434 – 436
135	2020-2021	GUDURU VIKRAM REDDY	UG	2021	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	437 – 439

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

136	2020-2021	MARTHA PRANEETH	UG	2021	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	440 – 442
137	2020-2021	MITTAPALLY SAI RAM	UG	2021	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	443 – 445
138	2020-2021	NALLABELLI PRASHANTH	UG	2021	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	446 – 448
139	2020-2021	PASHAM PRANAY	UG	2021	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	449 – 451
140	2020-2021	PULLURI PRADESH	UG	2021	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	452 – 454
141	2020-2021	RAIKINDI SAI KUMAR	UG	2021	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	455 – 457
142	2020-2021	SAJJANAPU PRAVEEN KUMAR	UG	2021	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	458 – 460
143	2020-2021	SUTHRALA SUSHITH KUMAR	UG	2021	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	461 – 463
144	2020-2021	SYED ABDUL RAHMAN HADI	UG	2021	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	464 – 466
145	2020-2021	VANKUDOTHU SHANKAR	PG	2021	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	467 – 469
146	2020-2021	VENNA GOPAL REDDY	UG	2021	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	470 – 472
147	2020-2021	VISHWANATHAM SHIREESHA	UG	2021	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	473 – 475

PRINCIPAL
Avanthi Institute of Engg. & Tech.

148	2020-2021	BADUGU PAVAN KUMAR	PG	2021	GLOBUS SOFT - Ms Sabana Parveen - 080-41660003	1.8 LPA	476
149	2020-2021	BAITHI NAGARANI	UG	2021	GLOBUS SOFT - Ms Sabana Parveen - 080-41660003	1.8 LPA	477
150	2020-2021	GARDAS RAMU	UG	2021	GLOBUS SOFT - Ms Sabana Parveen - 080-41660003	1.8 LPA	478
151	2020-2021	GUNDA HIMAKAR RAJU	UG	2021	GLOBUS SOFT - Ms Sabana Parveen - 080-41660003	1.8 LPA	479
152	2020-2021	JANAPATI SANDEEP	UG	2021	GLOBUS SOFT - Ms Sabana Parveen - 080-41660003	1.8 LPA	480
153	2020-2021	K PHANINDRA	UG	2021	GLOBUS SOFT - Ms Sabana Parveen - 080-41660003	1.8 LPA	481
154	2020-2021	KONDAGADUPULA SUNIL KUMAR	PG	2021	GLOBUS SOFT - Ms Sabana Parveen - 080-41660003	1.8 LPA	482
155	2020-2021	KONDETI SRAVAN REDDY	UG	2021	GLOBUS SOFT - Ms Sabana Parveen - 080-41660003	1.8 LPA	483
156	2020-2021	MYGAPU VENKATA SAI PRADEEPTHI	UG	2021	GLOBUS SOFT - Ms Sabana Parveen - 080-41660003	1.8 LPA	484
157	2020-2021	NIDAMANURI YASWANTH	UG	2021	GLOBUS SOFT - Ms Sabana Parveen - 080-41660003	1.8 LPA	485

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

158	2020-2021	PANDAL RAVI CHANDRA	UG	2021	GLOBUS SOFT - Ms Sabana Parveen - 080-41660003	1.8 LPA	486
159	2020-2021	PISARI NAVEEN	UG	2021	GLOBUS SOFT - Ms Sabana Parveen - 080-41660003	1.8 LPA	487
160	2020-2021	YATA AKSHITHA	UG	2021	GLOBUS SOFT - Ms Sabana Parveen - 080-41660003	1.8 LPA	488
161	2020-2021	AWRAD RAMYA	UG	2021	Cognizant - Mr Kiran - 9885869200	4.5 LPA	489 – 490
162	2020-2021	MANCHIKANTI SHRAVANTHI	UG	2021	Cognizant - Mr Kiran - 9885869200	4.5 LPA	491 – 492
163	2020-2021	MD ARFAZ	UG	2021	Cognizant - Mr Kiran - 9885869200	4.5 LPA	493 – 494
164	2020-2021	MD WASEEM QURESHI	UG	2021	Cognizant - Mr Kiran - 9885869200	4.5 LPA	495 – 496
165	2020-2021	RAMAVATH KRISHNAKUMAR	UG	2021	Cognizant - Mr Kiran - 9885869200	4.5 LPA	497 – 498
166	2020-2021	SHAKKARA SRAVANTHI	UG	2021	Cognizant - Mr Kiran - 9885869200	4.5 LPA	499 – 500
167	2020-2021	SANTHOSH THUMMALA	UG	2021	Cognizant - Mr Kiran - 9885869200	4.5 LPA	501 – 502
168	2020-2021	CHOWTAKURI NIKHITHA	PG	2021	HCL Technologies - Mr Caleb Andrews - 938135132	3.5 LPA	503 – 516

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

169	2020-2021	GOPU VIKAS	UG	2021	HCL Technologies - Mr Caleb Andrews - 938135132	3.5 LPA	517 – 530
170	2020-2021	GURRAM NIHARIKA	UG	2021	HCL Technologies - Mr Caleb Andrews - 938135132	3.5 LPA	531 – 544
171	2020-2021	K NARESH GOUD	PG	2021	HCL Technologies - Mr Caleb Andrews - 938135132	3.5 LPA	545 – 558
172	2020-2021	SANDEEP GUPTA	UG	2021	HCL Technologies - Mr Caleb Andrews - 938135132	3.5 LPA	559 – 572
173	2020-2021	SAYA MANISH	UG	2021	HCL Technologies - Mr Caleb Andrews - 938135132	3.5 LPA	573 – 586
174	2020-2021	CHOLLETI SHASHANK	UG	2021	HCL Technologies - Mr Caleb Andrews - 938135132	3.5 LPA	587 – 600
175	2020-2021	EMMADI DEEPA	UG	2021	HCL Technologies - Mr Caleb Andrews - 938135132	3.5 LPA	601 – 614
176	2020-2021	ARJILLI HARISH	UG	2021	HCL Technologies - Mr Caleb Andrews - 938135132	3.5 LPA	615 – 628
177	2020-2021	ALE SANTHOSH KUMAR	UG	2021	AAS Technologies Private Limited - Mr Naseer - 9912233001	1.2 LPA	629
178	2020-2021	BODDU ANUSHA	UG	2021	AAS Technologies Private Limited - Mr Naseer - 9912233001	1.2 LPA	630

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

179	2020-2021	BOINPALLY ANANYA	UG	2021	AAS Technologies Private Limited - Mr Naseer - 9912233001	1.2 LPA	631
180	2020-2021	BOLLARAPU AKHILA	UG	2021	AAS Technologies Private Limited - Mr Naseer - 9912233001	1.2 LPA	632
181	2020-2021	BURMA SUSHEELA	UG	2021	AAS Technologies Private Limited - Mr Naseer - 9912233001	1.2 LPA	633
182	2020-2021	DHUDE BINDU PRIYA	UG	2021	AAS Technologies Private Limited - Mr Naseer - 9912233001	1.2 LPA	634
183	2020-2021	GOUNI VARSHA	UG	2021	AAS Technologies Private Limited - Mr Naseer - 9912233001	1.2 LPA	635
184	2020-2021	GURRALA SRI KANYA	UG	2021	AAS Technologies Private Limited - Mr Naseer - 9912233001	1.2 LPA	636
185	2020-2021	KAKARLA BABY LAKSHMI PRIYANKA	UG	2021	AAS Technologies Private Limited - Mr Naseer - 9912233001	1.2 LPA	637
186	2020-2021	KANDUKURI PHANIDEEP	UG	2021	AAS Technologies Private Limited - Mr Naseer - 9912233001	1.2 LPA	638
187	2020-2021	KOTHA SRI SAI ROHITH	UG	2021	AAS Technologies Private Limited - Mr Naseer - 9912233001	1.2 LPA	639
188	2020-2021	KUMARI MEGHA	UG	2021	AAS Technologies Private Limited - Mr Naseer - 9912233001	1.2 LPA	640

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

189	2020-2021	PRITI KUMARI	UG	2021	AAS Technologies Private Limited - Mr Naseer - 9912233001	1.2 LPA	641
190	2020-2021	SUDINI KARTHIK REDDY	UG	2021	AAS Technologies Private Limited - Mr Naseer - 9912233001	1.2 LPA	642
191	2020-2021	VELAGALA VANITHA	UG	2021	AAS Technologies Private Limited - Mr Naseer - 9912233001	1.2 LPA	643
192	2020-2021	WEPURI VAISHNAVI	UG	2021	AAS Technologies Private Limited - Mr Naseer - 9912233001	1.2 LPA	644
193	2020-2021	KASTHURI MANEESH	UG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.8 LPA	645 – 646
194	2020-2021	GOLLAPELLY NAGENDRA	UG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.8 LPA	647 – 648
195	2020-2021	ELIGETI ANIL KUMAR	UG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.8 LPA	649 – 650
196	2020-2021	D ASHOK KUMAR REDDY	UG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.8 LPA	651 – 652
197	2020-2021	BADISHA VAMSHI	UG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.8 LPA	653 – 654
198	2020-2021	G CHANDANA REDDY	PG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.8 LPA	655 – 656

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

199	2020-2021	GURRAM SOWMYA	UG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.8 LPA	657 – 658
200	2020-2021	MAALI HARIKA	UG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.8 LPA	659 – 660
201	2020-2021	NALLAMALA JASWANTH	UG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.8 LPA	661 – 662
202	2020-2021	PULI PAVANKALYAN	UG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.8 LPA	663 – 664
203	2020-2021	U PRASHANTH	UG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.8 LPA	665 – 666
204	2020-2021	VISHNUBHOTLA DURGA SRI VALLI	UG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.8 LPA	667 – 668
205	2020-2021	NALLA HARITHA	PG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.8 LPA	669 – 670
206	2020-2021	PANTHANGI GEETHA	PG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.8 LPA	671 – 672
207	2020-2021	SARGALA SHARANYA	PG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.8 LPA	673 – 674
208	2020-2021	D SURYA PRAKASH	PG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.8 LPA	675 – 676

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

209	2020-2021	S SAI MANI KRISHNA	PG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.8 LPA	677 – 678
210	2020-2021	BALUSANI MARUTHI KUMAR	PG	2021	CSS CORP - Ms Padma - 9025058131	2.5 LPA	679 – 685
211	2020-2021	BANDAMEEDI RAJU	UG	2021	CSS CORP - Ms Padma - 9025058131	2.5 LPA	686 – 692
212	2020-2021	ENUGALA JEEVAN JOHN PAUL	UG	2021	CSS CORP - Ms Padma - 9025058131	2.5 LPA	693 – 699
213	2020-2021	GATTU SINDHUJA	PG	2021	CSS CORP - Ms Padma - 9025058131	2.5 LPA	700 – 706
214	2020-2021	JAKKULA PAVAN KUMAR	UG	2021	CSS CORP - Ms Padma - 9025058131	2.5 LPA	707 – 713
215	2020-2021	KALVAKOL MANASA	UG	2021	CSS CORP - Ms Padma - 9025058131	2.5 LPA	714 – 720
216	2020-2021	KOTHURI SAKETH RAM	UG	2021	CSS CORP - Ms Padma - 9025058131	2.5 LPA	721 – 727
217	2020-2021	M GANGA REDDY	UG	2021	CSS CORP - Ms Padma - 9025058131	2.5 LPA	728 – 734
218	2020-2021	MD AHIMADH	UG	2021	CSS CORP - Ms Padma - 9025058131	2.5 LPA	735 – 741
219	2020-2021	PANNALA UMA REDDY	UG	2021	CSS CORP - Ms Padma - 9025058131	2.5 LPA	742 – 748
220	2020-2021	RAFEE SHAIK	PG	2021	CSS CORP - Ms Padma - 9025058131	2.5 LPA	749 – 755

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

221	2020-2021	SALLURI SANTHOSH	UG	2021	CSS CORP - Ms Padma - 9025058131	3.04 LPA	756 – 762
222	2020-2021	SRILEKHA	UG	2021	CSS CORP - Ms Padma - 9025058131	2.5 LPA	763 – 769
223	2020-2021	SYED YAKUB PASHA	UG	2021	CSS CORP - Ms Padma - 9025058131	2.5 LPA	770 – 776
224	2020-2021	GADASANDULA RAMESH	PG	2021	CSS CORP - Ms Padma - 9025058131	3.2 LPA	777 – 783
225	2020-2021	GARA DILEEP KUMAR	PG	2021	CSS CORP - Ms Padma - 9025058131	3.2 LPA	784 – 790
226	2020-2021	GOTTIMUKKULA PRIYANKA	PG	2021	CSS CORP - Ms Padma - 9025058131	3.2 LPA	791 – 797
227	2020-2021	KASTHURI MANISHA	PG	2021	CSS CORP - Ms Padma - 9025058131	3.2 LPA	798 – 804
228	2020-2021	KETHAVATH ARUNA	PG	2021	CSS CORP - Ms Padma - 9025058131	3.2 LPA	805 – 811
229	2020-2021	MYLA SAI JAIDEEP	PG	2021	CSS CORP - Ms Padma - 9025058131	3.2 LPA	812 – 818
230	2020-2021	SRINIVAS RAMGIRI	PG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	819
231	2020-2021	KALYANAPU NAGENDRABABU	UG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	820
232	2020-2021	KURADA SAI PHANI BHARGHAVI	UG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	821

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

233	2020-2021	JABBU SHIVAKUMAR	UG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	822
234	2020-2021	AKSHINTHALA SUPRIYA	UG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	823
235	2020-2021	SIRRA PRUTHVI GOUD	UG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	824
236	2020-2021	MERUGU BHANU	UG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	825
237	2020-2021	ALURU HARSHAVARDHAN REDDY	PG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	826
238	2020-2021	AMGOTH BALAKOTI	UG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	827
239	2020-2021	BATTULA KASTHURI	UG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	828
240	2020-2021	CHADA SAI VAISHNAVI	UG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	829
241	2020-2021	DUDDEDA RAJU	PG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	830
242	2020-2021	DUGGURWAR ABHISHEK	UG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	831
243	2020-2021	GANGINENI SAI KIRAN	UG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	832
244	2020-2021	GANTLA ACHYUTHA REDDY	UG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	833

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

245	2020-2021	KANDIVALASA SURENDRA	UG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	834
246	2020-2021	KOTTALA PRAGNA	UG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	835
247	2020-2021	SANTOSH BANDA	PG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	836
248	2020-2021	SILVERU RAVI KUMAR	UG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	837
249	2020-2021	YADLAPALLI AVINASH	UG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	838
250	2020-2021	YALAMADDI VAMSHI	UG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	839
251	2020-2021	RAFEE SHAIK	PG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	840
252	2020-2021	SANGEPU RAJESHWARI	PG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	841
253	2020-2021	VANKUDOTHU SHANKAR	PG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	842
254	2020-2021	BATHULA SRAVAN KUMAR	PG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	843
255	2020-2021	KANAKAM USHA KIRAN	PG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	844
256	2020-2021	AKULA RAJKUMAR	PG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	845

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

257	2020-2021	BALJAPALLI SHIVA KUMAR	PG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	846
258	2020-2021	CHOWTAKURI NIKHITHA	PG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	847
259	2020-2021	BIRADER PRANITHA	PG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	848
260	2020-2021	CH MOUNIKA	PG	2021	TekWorks - Rakesh - 9182616657	3.5 LPA	849
261	2020-2021	ANUMULA MANISHA	UG	2021	IIT LABS - Mr Yashwanth - 9030088099	1.9 LPA	850
262	2020-2021	BATHINI GOPI	UG	2021	IIT LABS - Mr Yashwanth - 9030088099	1.9 LPA	851
263	2020-2021	CHINNI SAI VIKAS	UG	2021	IIT LABS - Mr Yashwanth - 9030088099	1.9 LPA	852
264	2020-2021	DEGALA YESASWINI	UG	2021	IIT LABS - Mr Yashwanth - 9030088099	1.9 LPA	853
265	2020-2021	KARMOLLA GOPAL	UG	2021	IIT LABS - Mr Yashwanth - 9030088099	1.9 LPA	854
266	2020-2021	M CHAITANYA REDDY	UG	2021	IIT LABS - Mr Yashwanth - 9030088099	1.9 LPA	855
267	2020-2021	MARIYAMMA SRIRAMA	PG	2021	IIT LABS - Mr Yashwanth - 9030088099	1.9 LPA	856
268	2020-2021	NADIMPALLY ANUSHA	PG	2021	IIT LABS - Mr Yashwanth - 9030088099	1.9 LPA	857

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

269	2020-2021	NAYIKOTI RAMKUMAR	UG	2021	IIT LABS - Mr Yashwanth - 9030088099	1.9 LPA	858
270	2020-2021	APOORI SRILATHA	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.5 LPA	859
271	2020-2021	AYUSH KUMAR JAIN	UG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.5 LPA	860
272	2020-2021	GANGI DAVEED	UG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.5 LPA	861
273	2020-2021	JYOTHI NIMMALA	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.5 LPA	862
274	2020-2021	M D AMEER SOHAIL	UG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.5 LPA	863
275	2020-2021	MADDELA ARAVIND	UG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.5 LPA	864
276	2020-2021	MEKALA HARI KRISHNA	UG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.5 LPA	865
277	2020-2021	PAKALA SRIKANTH	UG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.5 LPA	866
278	2020-2021	PRATHIKANTAM NIKITH RAJU	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.5 LPA	867
279	2020-2021	RAMAVATH RAVI KUMAR	UG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.5 LPA	868
280	2020-2021	SAPPIDI KARTHIK	UG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.5 LPA	869

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

281	2020-2021	SOURABH PATEL	UG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.5 LPA	870
282	2020-2021	MADHU YADAV G	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.5 LPA	871
283	2020-2021	TAKUR AJAY	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.5 LPA	872
284	2020-2021	EEGA MANIDEEP REDDY	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.5 LPA	873
285	2020-2021	GADDAM PRAVEEN	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.5 LPA	874
286	2020-2021	JATAVATH RAJENDAR NAIK	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.5 LPA	875
287	2020-2021	MUSHAM DEEPIKA	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.5 LPA	876
288	2020-2021	NADIMPALLY ANUSHA	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.5 LPA	877
289	2020-2021	MADAKA RAJU	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	878
290	2020-2021	BATHULA SULOCHANA	PG	2021	TekWorks - Rakesh - 9182616657	3.50 LPA	879
291	2020-2021	BUYYA AKHIL GOUD	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	880
292	2020-2021	CHANDAGALLA RAJESH	PG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.80 LPA	881 – 882

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

293	2020-2021	CHOUDOJU MOUNIKA	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	883
294	2020-2021	D NAVYA	PG	2021	Palle Technologies - Harikrishna - 8825797657	3.00 LPA	884 – 885
295	2020-2021	DASARI SAINATH	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.50 LPA	886
296	2020-2021	DEVARAKONDA PAVANI	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.50 LPA	887
297	2020-2021	ENTHALA LAHARI	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	888
298	2020-2021	ETIKALA RANJITH	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	889
299	2020-2021	G PRASHANTHI	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.50 LPA	890
300	2020-2021	GOLUSULA RAMESH	PG	2021	TekWorks - Rakesh - 9182616657	3.50 LPA	891
301	2020-2021	GUNDEMONI SRIKANTH	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	892
302	2020-2021	GUNTI MAHESH CHARY	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	893
303	2020-2021	GAJJELA SRILATHA	PG	2021	TekWorks - Rakesh - 9182616657	3.50 LPA	894
304	2020-2021	KALLU RADHIKA	PG	2021	Palle Technologies - Harikrishna - 8825797657	3.00 LPA	895 – 896

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

305	2020-2021	KASOJU PADMINI	PG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.80 LPA	897 – 898
306	2020-2021	KODAGANDLA RAMESH	PG	2021	Palle Technologies - Harikrishna - 8825797657	3.00 LPA	899 - 900
307	2020-2021	KONUGANTI MOUNIKA	PG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.80 LPA	901 – 902
308	2020-2021	KOORA SAIKUMAR	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	903
309	2020-2021	LINGAMPALLY SHIVA	PG	2021	Palle Technologies - Harikrishna - 8825797657	3.00 LPA	904 – 905
310	2020-2021	MOGULLA PRASHANTH	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.50 LPA	906
311	2020-2021	MOHAMMED NASREEN	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	907
312	2020-2021	NAKKA ANIL	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	908
313	2020-2021	N SHIVA KUMAR	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	909
314	2020-2021	P SWATHIREDDY	PG	2021	Palle Technologies - Harikrishna - 8825797657	3.00 LPA	910 – 911
315	2020-2021	PALEWAR TEJASWINI	PG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.80 LPA	912 – 913

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316	2020-2021	PASUNURI RUSHIKESH	PG	2021	TekWorks - Rakesh - 9182616657	3.50 LPA	914
317	2020-2021	PISKA KARUN	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	915
318	2020-2021	POLOJU VIKAS	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	916
319	2020-2021	POONDRA ANJALI	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	917
320	2020-2021	RACHERLA SOWMYA	PG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.80 LPA	918 – 919
321	2020-2021	RANGA SHIVANI	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	920
322	2020-2021	REETESH KUMAR MEHTA	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	921
323	2020-2021	S SHEKAR	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	922
324	2020-2021	SALENDRA ANVESH	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	923
325	2020-2021	VADLAKONDA SUPRITHA	PG	2021	Palle Technologies - Harikrishna - 8825797657	3.00 LPA	924 – 925
326	2020-2021	VEMULA GANESH	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	926
327	2020-2021	YELLANIKI RAMYA	PG	2021	TekWorks - Rakesh - 9182616657	3.50 LPA	927

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Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

328	2020-2021	BARUKUNTI PRANATHI	PG	2021	Palle Technologies - Harikrishna - 8825797657	3.00 LPA	928- 929
329	2020-2021	KANDHI MAMATHA	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	930
330	2020-2021	YARRAMATI HARISH	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	931
331	2020-2021	MEDIPALLY POOJA	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.50 LPA	932
332	2020-2021	RAKASH MANISH REDDY	PG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.80 LPA	933 – 934
333	2020-2021	SURAPALLY SAI KUMAR	PG	2021	Palle Technologies - Harikrishna - 8825797657	3.00 LPA	935 – 936
334	2020-2021	PAPPULA NARAYANA REDDY	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	937
335	2020-2021	D LAXMANUDU	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.31 LPA	938
336	2020-2021	MADHURANTAKAM VISHAL	PG	2021	TekWorks - Rakesh - 9182616657	3.50 LPA	939
337	2020-2021	PULLA SWETHA	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.50 LPA	940
338	2020-2021	M NAGESHWARRAO	PG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.80 LPA	941 – 942

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Avanthi Institute of Engg. & Tech
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339	2020-2021	BALLA BHANU	PG	2021	TekWorks - Rakesh - 9182616657	3.50 LPA	943
340	2020-2021	PUSHADAPU SIVA SANKAR	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	944
341	2020-2021	Y SANDEEP KUMAR	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	945
342	2020-2021	BODISE SONI	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	946
343	2020-2021	D RAMUDU	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	947
344	2020-2021	DASARI ANUSHA	PG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.80 LPA	948 – 949
345	2020-2021	GUDEPU NIKHIL	PG	2021	TekWorks - Rakesh - 9182616657	3.50 LPA	950
346	2020-2021	NEELAM NEELIMA	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.50 LPA	951
347	2020-2021	VELPULA MADHU	PG	2021	Palle Technologies - Harikrishna - 8825797657	3.00 LPA	952 – 953
348	2020-2021	RAPOLU SUSHMA	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.50 LPA	954
349	2020-2021	VYASABHATTU PAVANRAJ	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	955
350	2020-2021	KANDIKANTI MOUNIKA	PG	2021	TekWorks - Rakesh - 9182616657	3.50 LPA	956

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351	2020-2021	MITAI SANDHYA	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	957
352	2020-2021	ANDI REKHA	PG	2021	Palle Technologies - Harikrishna - 8825797657	3.00 LPA	958 – 959
353	2020-2021	CH SRINIVAS	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.50 LPA	960
354	2020-2021	SIDDAGONI TEJA	PG	2021	TekWorks - Rakesh - 9182616657	3.50LPA	961
355	2020-2021	WADLA SAI SRUTHI	PG	2021	TekWorks - Rakesh - 9182616657	3.50 LPA	962
356	2020-2021	ANANTHARAPU SURESH	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	963
357	2020-2021	GANORE RAKESH	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.50 LPA	964
358	2020-2021	NAGARAJU POGAKU	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.50 LPA	965
359	2020-2021	BOBBA VENKATALAXMI	PG	2021	Palle Technologies - Harikrishna - 8825797657	3.00 LPA	966 – 967
360	2020-2021	GODUGU RAKESH	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	968
361	2020-2021	KOLIPAKA ALEKYA	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	969
362	2020-2021	G NAVYA	PG	2021	Palle Technologies - Harikrishna - 8825797657	3.00 LPA	970 – 971

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363	2020-2021	GUNAGANTI RAVI TEJA	PG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.80 LPA	972 – 973
364	2020-2021	K KALYANI	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.50 LPA	974
365	2020-2021	NANDYALA PAVAN	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.50 LPA	975
366	2020-2021	LOKASANI VENKAT REDDY	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	976
367	2020-2021	PENUGANTI NARESH REDDY	PG	2021	DXCTECHNOLGY - Mr Ashok - 04422628101	2.3 LPA	977
368	2020-2021	P ANUGNA	PG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.80 LPA	978 – 979
369	2020-2021	K PRATHIBHA	PG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.80 LPA	980 – 981
370	2020-2021	KANDA GOUTHAMI	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.50 LPA	982
371	2020-2021	THANDA SAI KIRAN	PG	2021	Palle Technologies - Harikrishna - 8825797657	3.00 LPA	983
372	2020-2021	MANDAGALLA PRASHANTH	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.50 LPA	984
373	2020-2021	M NAGENDRA	PG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.80 LPA	985 – 986

PRINCIPAL
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Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

374	2020-2021	JANGA SRIJA	PG	2021	Palle Technologies - Harikrishna - 8825797657	3.00 LPA	987 –988
375	2020-2021	N VENKATA KRISHNA KUMARI	PG	2021	Eidiko Systems Integrators Pvt Ltd - Ms Padmaja - 7660093288	1.80 LPA	989 – 990
376	2020-2021	K ANUSH GOUD	PG	2021	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.50 LPA	991

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

March 4, 2021

Mr.BERA MAHESH

Offer Letter

Dear BERA MAHESH,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

PRINCIPAL
Avanthi Institute of Engg. & Tech

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

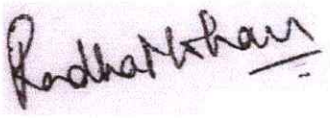
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

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

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

ANNEXURE I

COST TO COMPANY (CTC) FOR **Mr. BERA MAHESH**	
Email: maheshbera.prince@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
The salary details are strictly confidential and must not be discussed with anyone.	
You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth	
+ Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle.	

PRIN
Avanthi Institute
Gunthapally (V), Abdullapurmet Mandal

March 4, 2021

Mr.BODDUPALLY SAIKIRAN

Offer Letter

Dear BODDUPALLY SAIKIRAN,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

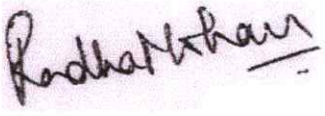
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

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

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

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

ANNEXURE I

COST TO COMPANY (CTC) FOR **Mr. BODDUPALLY SAIKIRAN**	
Email: boddupallysaikiran@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
The salary details are strictly confidential and must not be discussed with anyone.	
You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth	
+ Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle.	

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntlhapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

Ms.THORLIKONDA SLOKA

Offer Letter

Dear THORLIKONDA SLOKA,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

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

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

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Secrecy:

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Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

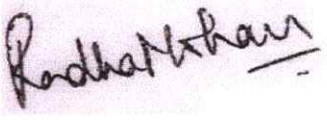
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

Principal
Avanthi Institute of Engg. & Tech
Guntimapally (V). Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

ANNEXURE I

COST TO COMPANY (CTC) FOR **Ms. THORLIKONDA R SLOKA**	
Email: sloka.thorlikonda@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
The salary details are strictly confidential and must not be discussed with anyone.	
You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth	
+ Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle.	

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

Ms.KALIKAR MONIKA

Offer Letter

Dear KALIKAR MONIKA ,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

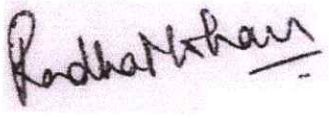
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

ANNEXURE I

COST TO COMPANY (CTC) FOR **Ms. KALIKAR MONIKA**	
Email: kalikarmonika@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
The salary details are strictly confidential and must not be discussed with anyone.	
You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth	
+ Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle.	

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

March 4, 2021

Mr. MANKENA UDAY BHANU

Offer Letter

Dear MANKENA UDAY BHANU,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntlhapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

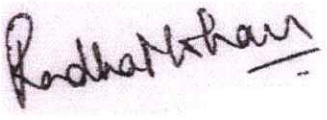
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

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

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntlhapally (V), Abdullapurmet (Mdl) R.R.Dist

ANNEXURE I

COST TO COMPANY (CTC) FOR **Mr. MANKENA UDAY BHANU**	
Email: udaybhanu12@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
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You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth	
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

Mr.MADDULA RANJITH

Offer Letter

Dear MADDULA RANJITH,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

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Secrecy:

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Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

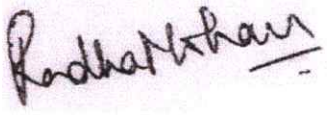
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

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

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

ANNEXURE I

COST TO COMPANY (CTC) FOR **Mr. MADDULA RANJITH**	
Email: Ranjith.maddula122@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

Ms.MANDALOJU SRAVANI

Offer Letter

Dear MANDALOJU SRAVANI,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time**.

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

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

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

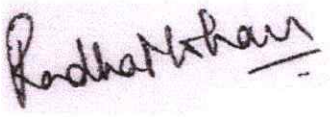
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

Principal
Avanthi Institute of Engg & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

ANNEXURE I

COST TO COMPANY (CTC) FOR **Ms. MANDALOJU SRAVANI**	
Email: mandalojusravani78@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

Ms.NUCHU MOUNIKA

Offer Letter

Dear NUCHU MOUNIKA,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

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Working Hours and Weekly Off:

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

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

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Secrecy:

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Termination:

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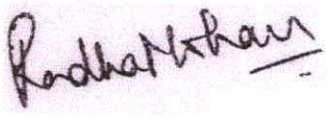
PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

ANNEXURE I

COST TO COMPANY (CTC) FOR **Ms. NUCHU MOUNIKA**	
Email: nmounika19@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
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You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth	
+ Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle.	

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

Mr.NALLABATI SAI CHARAN

Offer Letter

Dear NALLABATI SAI CHARAN,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

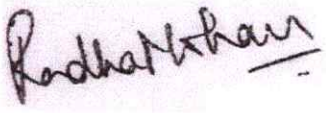
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

ANNEXURE I

COST TO COMPANY (CTC) FOR **Mr. NALLABATI SAI CHARAN**	
Email: nallabati.saicharan@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
The salary details are strictly confidential and must not be discussed with anyone.	
You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth	
+ Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle.	

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

Ms.K NANDINI

Offer Letter

Dear K NANDINI ,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dis

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

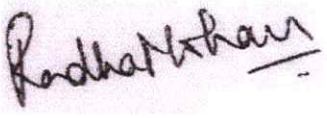
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

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

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

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

ANNEXURE I

COST TO COMPANY (CTC) FOR **Ms. K NANDINI**	
Email: nandinikannuru20@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
The salary details are strictly confidential and must not be discussed with anyone.	
You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth	
+ Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle.	

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

Mr.VINJAMURI NAVEEN KUMAR

Offer Letter

Dear VINJAMURI NAVEEN KUMAR,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

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

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

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Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

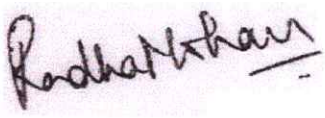
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

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

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dis

ANNEXURE I

COST TO COMPANY (CTC) FOR **Mr. VINJAMURI NAVEEN KUMAR**	
Email: naveenkumar9989@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
The salary details are strictly confidential and must not be discussed with anyone.	
You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth	
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

Mr.NIKHAR JAISWAL

Offer Letter

Dear NIKHAR JAISWAL,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

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

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

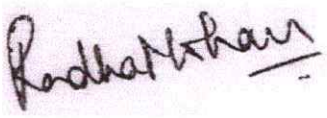
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

ANNEXURE I

COST TO COMPANY (CTC) FOR **Mr. NIKHAR JAISWAL**	
Email: nikharjaisawal@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

Ms.PATNAM RAMYA

Offer Letter

Dear PATNAM RAMYA,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

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Working Hours and Weekly Off:

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

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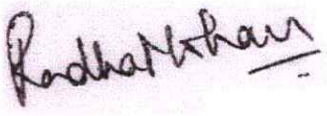
PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

ANNEXURE I

COST TO COMPANY (CTC) FOR **Ms. PATNAM RAMYA**	
Email: patnamramya9989@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R.Dist

INFOANE
DEVELOP SERVE SUPPORT

March 4, 2021

Mr.PONNALA SRIKANTH

Offer Letter

Dear PONNALA SRIKANTH,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

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

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

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

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd

Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

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

ANNEXURE I

COST TO COMPANY (CTC) FOR **Mr. PONNALA SRIKANTH**	
Email: ponnala.srikanth@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
The salary details are strictly confidential and must not be discussed with anyone.	
You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth	
+ Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle.	

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

March 4, 2021

Mr.POLE PRANAYVARDHAN

Offer Letter

Dear POLE PRANAYVARDHAN,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time**.

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

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

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

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Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntimadugu (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd

Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

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

ANNEXURE I

COST TO COMPANY (CTC) FOR **Mr. POLE PRANAYVARDHAN**	
Email: pranayvardhan.pole5@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
The salary details are strictly confidential and must not be discussed with anyone.	
You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth	
+ Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle.	

PRINCIPAL
Avanthi Institute of Engg. & Tec
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dt

March 4, 2021

Mr.CHERVIRALLA SAI TEJA

Offer Letter

Dear CHERVIRALLA SAI TEJA,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

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

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

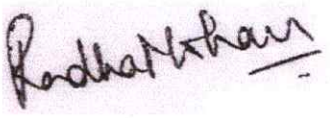
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

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

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

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

ANNEXURE I

COST TO COMPANY (CTC) FOR **Mr. CHERVIRALLA SAI TEJA**	
Email: saiteja.cheruviralla@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
The salary details are strictly confidential and must not be discussed with anyone.	
You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth	
+ Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle.	

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

March 4, 2021

Mr.SHIVA SAI KULKARNI

Offer Letter

Dear SHIVA SAI KULKARNI ,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

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Secrecy:

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Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

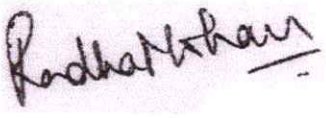
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

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

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Narsapally (V), Abdullapurmet (Mdl) R.R.Dist

ANNEXURE I

COST TO COMPANY (CTC) FOR **Mr. SHIVA SAI KULKARNI**	
Email: shivasaikulkarni@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
The salary details are strictly confidential and must not be discussed with anyone.	
You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth	
+ Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle.	

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihanally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

Mr.VARALA BHARATH REDDY

Offer Letter

Dear VARALA BHARATH REDDY,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

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

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

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Secrecy:

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Safe up-keeping of company's property:

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Termination:

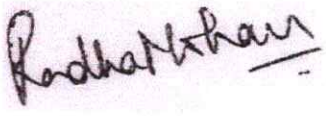
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

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

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

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

ANNEXURE I

COST TO COMPANY (CTC) FOR **Mr. VARALA BHARATH REDDY**	
Email: varalabharathreddy@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
The salary details are strictly confidential and must not be discussed with anyone.	
You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth	
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

Ms.YELMA SHARANYA REDDY

Offer Letter

Dear YELMA SHARANYA REDDY,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

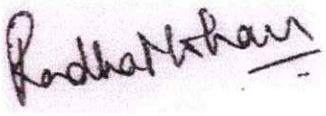
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

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

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

ANNEXURE I

COST TO COMPANY (CTC) FOR **Ms. YELMA SHARANYA REDDY**	
Email: sharanyareddy72@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
The salary details are strictly confidential and must not be discussed with anyone.	
You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth	
+ Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle.	

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

Mr.GUNDALA NAVEEN

Offer Letter

Dear GUNDALA NAVEEN,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

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

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

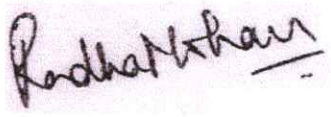
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

ANNEXURE I

COST TO COMPANY (CTC) FOR **Mr. GUNDALA NAVEEN**	
Email: gundala.naveen@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

Mr.GURRAM DINESH KUMAR

Offer Letter

Dear GURRAM DINESH KUMAR,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gantimaally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

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Secrecy:

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Termination:

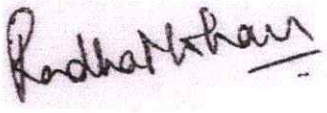
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

PRINCIPAL
Vanthi Institute of Engg. & Tech
Guntlhapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

ANNEXURE I

COST TO COMPANY (CTC) FOR **Mr. GURRAM DINESH KUMAR**	
Email: gurramdineshkumar79@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthanally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

Mr.GARLAPATI SAIKIRAN REDDY

Offer Letter

Dear GARLAPATI SAIKIRAN REDDY,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

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PRINCIPAL
Vanthi Institute of Engg. & Tech
Guntlhapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

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Secrecy:

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Safe up-keeping of company's property:

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Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

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

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

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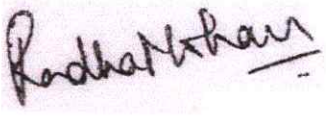
For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Vanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

ANNEXURE I

COST TO COMPANY (CTC) FOR **Mr. GARLAPATI SAIKIRAN REDDY**	
Email: gsaikiran.job@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
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You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth	
+ Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle.	

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

March 4, 2021

Ms.BARLA SHAILAJA

Offer Letter

Dear BARLA SHAILAJA,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

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Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cheeryala (V), Abdullapurmet (Mdl), R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd

Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cherlapally (V), Ghatkesar (Mdl), R.R.Dist

ANNEXURE I

COST TO COMPANY (CTC) FOR **Ms. BARLA SHAILAJA**	
Email: barla.shailaja143@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

Mr.BALLA SHIVA KRISHNA

Offer Letter

Dear BALLA SHIVA KRISHNA ,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

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

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

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Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

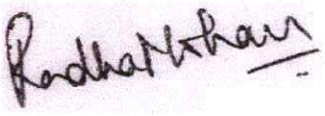
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Bhogapuram (V), Vizianagaram (Mdl), R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

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

ANNEXURE I

COST TO COMPANY (CTC) FOR **Mr. BALLA SHIVA KRISHNA**	
Email: ballashivakrishna@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
The salary details are strictly confidential and must not be discussed with anyone.	
You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth	
+ Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle.	

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

March 4, 2021

Ms.BOYAPALLY ANITHA

Offer Letter

Dear BOYAPALLY ANITHA,

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels. Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time**.

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

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

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

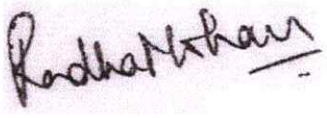
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

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

ANNEXURE I

COST TO COMPANY (CTC) FOR **Ms. BOYAPALLY ANITHA**	
Email: anitharoyal256@gmail.com	
Designation: Trainee Software Engineer	
Effective from: 1st of May 2021	
Monthly Component (In Rs.)	
Basic Salary	6000
HRA	3000
Special Allowance	1000
TOTAL: Monthly (A)	10000
Variable Component (In Rs.)	
Ann Performance Bonus	0
Annual Cost to Company	120000
NOTE:	
All salary components are governed by the company policies and statutory guidelines.	
The salary details are strictly confidential and must not be discussed with anyone.	
You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth	
+ Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle.	

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3/05/2021

Letter of Intent –Free Training and Placement under CSR

Dear Akula Kiranmai (Avanthi Institute of Engineering And Technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

The program will begin from (November) 3/06/2021 Course Duration (3.5 month)The Mode of Training will be Online – Using Zoom App.
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12. Student must clear mock interview to apply for our client companies.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Mandatory Requirements while joining:

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We look forward to welcome you on board.Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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3/05/2021

Letter of Intent –Free Training and Placement under CSR

Dear Ambati Manoj (Avanthi Institute of Engineering And Technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

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We look forward to welcome you on board.Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

3/06/2021

Letter of Intent –Free Training and Placement under CSR

Dear Baljapalli Shiva Kumar (Avanthi Institute of Engineering And Technology)

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HR Team
Palle Technologies

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3/05/2021

Letter of Intent –Free Training and Placement under CSR

Dear Beeram Bhargav Reddy (Avanthi Institute of Engineering And Technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

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PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthaplly (V), Hayathnagar,
Ranga Reddy (Dist.)

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

Mandatory Requirements while joining:

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We look forward to welcome you on board.Sincerely,
HR Team
Palle Technologies

PRINCIPAL
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Ranga Reddy (Dist.)

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3/06/2021

Letter of Intent –Free Training and Placement under CSR

Dear Bongu Ramya (Avanthi Institute of Engineering And Technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

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We look forward to welcome you on board.Sincerely,
HR Team
Palle Technologies

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3/06/2021

Letter of Intent –Free Training and Placement under CSR

Dear Dommati Sai Teja (Avanthi Institute of Engineering And Technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

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PRINCIPAL
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We look forward to welcome you on board.Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapily (V), Hayathnagar,
Ranga Reddy (Dist.)

3/05/2021

Letter of Intent –Free Training and Placement under CSR

Dear Maduri Rakesh (Avanthi Institute of Engineering And Technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

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PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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HR Team
Palle Technologies

PRINCIPAL
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Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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3/05/2021

Letter of Intent –Free Training and Placement under CSR

Dear Ravva Shashidhar (Avanthi Institute of Engineering And Technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

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HR Team
Palle Technologies

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3/05/2021

Letter of Intent –Free Training and Placement under CSR

Dear Vadithya Pavan (Avanthi Institute of Engineering And Technology)

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11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gurthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

We look forward to welcome you on board.Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthaplly (V), Hayathnagar,
Ranga Reddy (Dist.)

Palle Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

3/06/2021

Letter of Intent –Free Training and Placement under CSR

Dear Yedla Naveen Kumar (Avanthi Institute of Engineering And Technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

The program will begin from (November) 3/06/2021 Course Duration (3.5 month)The Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dotnet based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
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Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
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(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

We look forward to welcome you on board.Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

amazon® | Development Centre (India) Private Limited

LETTER OF INTENT

Date: 02-07-2021

Name: Gaddam pavan kalyan Goud

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of ***Customer Service Associate*** on a **Fixed Term Employment** for term less than 12 months at **Hyderabad** facility of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("**LOI**") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 226013/- per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapilly (V), Hayathnagar,
Ranga Reddy (Dist.)

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You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to call us on 7799882820.

Yours sincerely,

For **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**

Ramya Galla
Recruitment Manager

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

P K Gowd
Signature

02-07-2021
Date

PRINCIPAL
Avanthi Institute of Engineering & Technology
Cherlapally (V), Hayathnagar,
Ranga Reddy (D), Telangana.

amazon® | Development Centre (India) Private Limited

LETTER OF INTENT

Date: 02-07-2021

Name: Ale Dinesh

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of ***Customer Service Associate*** on a **Fixed Term Employment** for term less than 12 months at Hyderabad facility of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("**LOI**") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

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- Form 16 (if applicable)
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- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 226013/- per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to call us on 7799882820.

Yours sincerely,

For **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**

Ramya Galla
Recruitment Manager

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Alle Dinesh _____ Date 02/07/2021

Signature

PRINCIPAL
Avanthi Institute of Engineering & Technology
Cheeryal (V), Keesara (M), Medchal-Malkajgiri Dist.
Ranga Reddy (Dist.)

amazon® | Development Centre (India) Private Limited

LETTER OF INTENT

Date: 02-07-2021

Name: Agaram santhosh

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of ***Customer Service Associate*** on a **Fixed Term Employment** for term less than 12 months at Hyderabad facility of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("**LOI**") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

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- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 2260136/- per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gantlaksh (V), Hayathnagar,
Ranga Reddy (Dist.)

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You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to call us on 7799882820.

Yours sincerely,

For **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**

Ramya Galla
Recruitment Manager

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Santhosh _____ Date 02/07/2021

Signature

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

amazon® | Development Centre (India) Private Limited

LETTER OF INTENT

Date: 2nd July 2021

Name: B. Venkata Sai Ram ,

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of *Customer Service Associate* on a **Fixed Term Employment** for term less than 12 months at Hyderabad facility of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("**LOI**") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

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- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 226013/- per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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For any queries, please feel free to call us on 7799882820.

Yours sincerely,

For **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**

Ramya Galla
Recruitment Manager

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

B. Venkata Sai Ram — 02-07-2021

Signature — Date

PRINCIPAL
Vivekananda Institute of Engineering & Technology
Ghatkesar (V), Bibinagar,
Ranga Reddy (Dist.)

amazon® | Development Centre (India) Private Limited

LETTER OF INTENT

Date: 02-07-2021

Name: Dyagala Ajay Kumar,

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of *Customer Service Associate* on a **Fixed Term Employment** for term less than 12 months at **Hyderabad** facility of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("**LOI**") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

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- Form 16 (if applicable)
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- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 226013/- per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

PRINCIPAL
Vidyanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

amazon® | Development Centre (India) Private Limited

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For any queries, please feel free to call us on 7799882820.

Yours sincerely,

For **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**

Ramya Galla
Recruitment Manager

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

D. Ajay Kumar
Signature

02-07-2021
Date

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

amazon® | Development Centre (India) Private Limited

LETTER OF INTENT

Date: 2nd July 2021

Name: T. BHAVANI,

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of ***Customer Service Associate*** on a **Fixed Term Employment** for term less than 12 months at **Hyderabad** facility of Amazon Development Center India Pvt. Ltd. (the "Company").

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You are required to submit the following documents:

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Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 2260131 per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

amazon® | Development Centre (India) Private Limited

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For any queries, please feel free to call us on 7799882820.

Yours sincerely,

For **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**

Ramya Galla
Recruitment Manager

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

T Bharani
Signature

2nd/July/2021
Date

PRINCIPAL
Vidya Jyothi Institute of Engineering & Technology
Gandipally (V), Hayathnagar,
Ranga Reddy (Dist.)

amazon® | Development Centre (India) Private Limited

LETTER OF INTENT

Date: 2nd July 2021

Name: A. Pradeep kumar,

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of ***Customer Service Associate*** on a **Fixed Term Employment** for term less than 12 months at Hyderabad facility of Amazon Development Center India Pvt. Ltd. (the "Company").

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PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

amazon® | Development Centre (India) Private Limited

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For any queries, please feel free to call us on 7799882820.

Yours sincerely,

For **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**

Ramya Galla
Recruitment Manager

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature pradeep Date 02/07/2021

PRINCIPAL
Avanthi Institute of Engineering & Technology
Cherlapally (V), Hayathnagar,
Ranga Reddy (Dist.)

amazon® | Development Centre (India) Private Limited

LETTER OF INTENT

Date: 2nd July 2021

Name: C. Anoj Kumar,

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of ***Customer Service Associate*** on a **Fixed Term Employment** for term less than 12 months at Hyderabad facility of Amazon Development Center India Pvt. Ltd. (the "Company").

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PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

amazon® | Development Centre (India) Private Limited

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For any queries, please feel free to call us on 7799882820.

Yours sincerely,

For **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**

Ramya Galla
Recruitment Manager

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature _____ Date 2 July 2021

PRINCIPAL
Avanthi Institute of Engineering & Technology
Hayathnagar,
Ranga Reddy (Dist.)

amazon® | Development Centre (India) Private Limited

LETTER OF INTENT

Date: 2nd July 2021

Name: E. Akshay kumar

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of ***Customer Service Associate*** on a **Fixed Term Employment** for term less than 12 months at Hyderabad facility of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 226013/- per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

amazon® | Development Centre (India) Private Limited

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 day period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to call us on 7799882820.

Yours sincerely,

For **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**

Ramya Galla
Recruitment Manager

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature _____ Date 2/7/2021

PRINCIPAL
Aurora's Institute of Engineering & Technology
Cherlapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Offer of Employment

March 16, 2021

Dear Akula Rajkumar,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Engineer.** You are one of the few that got selected into our prestigious program.

Trainee Engineer – Phases of Learning at Tripod:

Typically a Trainee Engineer like you who joins us goes through the following learning phases during the 1st year of employment:

- **Orientation Phase**: This will be during the first one week of your employment with Tripod and typically includes some boring but important activities like filling out HR paper work, reading and understanding HR Policies & Guidelines, some critical things like you getting assigned to a mentor(s) who will guide you through the learning process, and some exciting things like getting to know the details on technical and other training courses that you will be expected to go through in the next phases of learning.
- **Onboarding Phase**: This phase will cover the first 2 months of employment with Tripod. You will attend training on diverse topics of interest (like Software Development Life Cycle Methodologies, one or more Programming Languages/Frameworks, Quality Assurance/Testing, Soft Skills, Leadership, etc.,) that will help you build a good foundation for your career. During this phase, you will start the process of acquiring the necessary knowledge, skills, and behaviours to become effective organizational member. This phase of your employment will typically involve class room type training, self-driven research/learning, hands-on exercises, and formal periodic assessment by senior technical and HR staff at Tripod. Once you graduate successfully from the Onboarding Phase, you will continue on the Learning Path through the Employee Development Phase.
- **Employee Development Phase:** During this phase that lasts 4 months (3rd, 4th, 5th and 6th months) of the employment with Tripod, typically the employee will be assigned specific individual assignments supervised by designated Tripod project managers/project leads who will give opportunities to the trainee to apply some if not all of the knowledge and skills attained in the earlier phases of learning mentioned above. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase. Individual assignments may be given in diverse areas (analysis/requirements elicitation, design, programming, testing, build/release management, maintenance, etc.,) to ensure that the employee gains exposures to and experiences in as many SDLC stages as possible. Once you graduate successfully from this phase, you will continue on the Learning Path through the Career Development Phase.

PRINCIPAL
Annamacharya Institute of Engineering & Technology
Kadthalay (V), Rayachoty
Kadapa Reddy (Dist.)

- **Career Development Phase:** During this phase typically the employee may be assigned a role on specific customer project(s) reporting to designated Tripod project managers/project leads and collaborating with peers and other senior technical resources on the project team(s). During this phase the employee will be expected to apply many if not all of the knowledge and skills attained in the earlier phases of learning mentioned above but also demonstrate the abilities to grasp/gain project, domain and technology or tools specific knowledge and skills. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase.

The employee will be on "Probation" for the first 6 months of employment (covers the Orientation, Onboarding and Employee Development Phases mentioned above). Upon successful completion of the Probation period, Tripod will issue a "Letter of Employment Confirmation" to the employee.

- During the Probation period (until the Letter of Employment Confirmation is issued), if the management is not satisfied with the progress being made by the employee as identified in one or more of the formal periodic assessments mentioned above, Tripod can end the employee's employment with a notice period in writing of 15 days. During the Probation period, the employee can also end the employment with Tripod with the same 15 day notice period given in writing.
- Once the Letter of Confirmation is issued by Tripod, the mutual notice period for separation of employment will be3 months.
- Terms of Separation are detailed in the "Letter of Appointment" that will be issued to you prior to your date of joining with Tripod.

Upon completion of one year of employment employees typically go through a formal year-end performance review. Typically this process results in a job title change, a mutual determination of career path/track that is ideal for the employee to take, and more importantly a salary adjustment and goal settings for the 2nd year of employment.

Once a Trainee Engineer successfully completes and goes beyond the first year of employment, typically he/she will continue the Learning Path by getting opportunities for more On-The-Project training as well as Periodic Refresher and/or Continuous Education training.

Employment Commencement Date:

Your employment will commence in the month of July 2016. We will notify you of the exact date of joining by the end of June 2016 and will issue a "Letter of Appointment" fifteen days prior to your date of joining. This letter will also include the "Terms & Conditions" related to your employment with Tripod.

Please note that this offer of employment is contingent upon passing your final exams and clearing backlog, if any, from your prior years of study before the date of joining.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

Compensation:

Your "Monthly Gross Salary" would be ₹ 15,000 equivalent to an "Annual Gross Salary" of ₹ 1,80,000. In addition, all trainee engineers who remain continuously employed with us for 12 months from their date of joining are also typically eligible to receive a one-time "Retention Bonus" of ₹ 20,000 which would make the "Annual CTC" to ₹ 2,00,000/- (Two Lakhs only) per annum.

Monthly Gross Salary	**₹ 15,000/-**
Basic	₹ 6000/-
HRA (House Rent Allowance)	₹ 2400/-
Conveyance Allowance	₹ 800/-
Medical Reimbursement	₹ 1250/-
Other Allowance	₹ 4550/-
Annual Gross Salary	**₹ 1,80,000/-**
Annual Retention Bonus	**₹ 20,000/-**
Annual CTC	**₹ 2,00,000/-**

Other Perks and Benefits:

You will also be eligible to receive the following perks and benefits:

- **Medical Insurance Benefit** – You will be covered for medical benefits under the Tripod's Medical insurance benefit program for yourself. If you intend to get your spouse and/or family covered under this benefit program, you can opt to do so. If you decide to opt for this coverage under this program, you will be provided with information on coverage, premiums and co-pays in your "Employee Welcome Kit". You will also be provided with the appropriate enrollment forms at that time. Coverage under this program usually begins 30 days after commencement of employment with Tripod.
- **Vacation Days** – You will be eligible for 24 vacation days a year that will be credited on 1st January of every year. Leaves are pro-rated (02 leaves per month) and divided for new employees depending on their joining date. Vacation time will only be considered for those pay periods when a timesheet has been submitted in a timely manner. A new joiner is not entitled with leaves during the first 02 months.

Please indicate your acceptance of this offer by signing this letter below and return scan copy to our HR department personnel at hr_odc@tripodtech.net within 2 days from the receipt of the same.

I welcome you to the Tripod Family and look forward to a great working relationship.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Sincerely,

Viswamitra Chevendra,
Vice President, India Operations,
Tripod Software Solutions (P) Ltd
vchevendra@tripodtech.net

Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Offer of Employment

March 16, 2021

Dear Bethu Dileepkumar,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Engineer.** You are one of the few that got selected into our prestigious program.

Trainee Engineer – Phases of Learning at Tripod:

Typically a Trainee Engineer like you who joins us goes through the following learning phases during the 1st year of employment:

- **Orientation Phase**: This will be during the first one week of your employment with Tripod and typically includes some boring but important activities like filling out HR paper work, reading and understanding HR Policies & Guidelines, some critical things like you getting assigned to a mentor(s) who will guide you through the learning process, and some exciting things like getting to know the details on technical and other training courses that you will be expected to go through in the next phases of learning.
- **Onboarding Phase**: This phase will cover the first 2 months of employment with Tripod. You will attend training on diverse topics of interest (like Software Development Life Cycle Methodologies, one or more Programming Languages/Frameworks, Quality Assurance/Testing, Soft Skills, Leadership, etc.,) that will help you build a good foundation for your career. During this phase, you will start the process of acquiring the necessary knowledge, skills, and behaviours to become effective organizational member. This phase of your employment will typically involve class room type training, self-driven research/learning, hands-on exercises, and formal periodic assessment by senior technical and HR staff at Tripod. Once you graduate successfully from the Onboarding Phase, you will continue on the Learning Path through the Employee Development Phase.
- **Employee Development Phase:** During this phase that lasts 4 months (3rd, 4th, 5th and 6th months) of the employment with Tripod, typically the employee will be assigned specific individual assignments supervised by designated Tripod project managers/project leads who will give opportunities to the trainee to apply some if not all of the knowledge and skills attained in the earlier phases of learning mentioned above. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase. Individual assignments may be given in diverse areas (analysis/requirements elicitation, design, programming, testing, build/release management, maintenance, etc.,) to ensure that the employee gains exposures to and experiences in as many SDLC stages as possible. Once you graduate successfully from this phase, you will continue on the Learning Path through the Career Development Phase.

PRINCIPAL
Aravali Institute of Engineering & Technology
Gyanthapuri (V), Hayathnagar
Ranga Reddy (Distt.)

- **Career Development Phase:** During this phase typically the employee may be assigned a role on specific customer project(s) reporting to designated Tripod project managers/project leads and collaborating with peers and other senior technical resources on the project team(s). During this phase the employee will be expected to apply many if not all of the knowledge and skills attained in the earlier phases of learning mentioned above but also demonstrate the abilities to grasp/gain project, domain and technology or tools specific knowledge and skills. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase.

The employee will be on "Probation" for the first 6 months of employment (covers the Orientation, Onboarding and Employee Development Phases mentioned above). Upon successful completion of the Probation period, Tripod will issue a "Letter of Employment Confirmation" to the employee.

- During the Probation period (until the Letter of Employment Confirmation is issued), if the management is not satisfied with the progress being made by the employee as identified in one or more of the formal periodic assessments mentioned above, Tripod can end the employee's employment with a notice period in writing of 15 days. During the Probation period, the employee can also end the employment with Tripod with the same 15 day notice period given in writing.
- Once the Letter of Confirmation is issued by Tripod, the mutual notice period for separation of employment will be3 months.
- Terms of Separation are detailed in the "Letter of Appointment" that will be issued to you prior to your date of joining with Tripod.

Upon completion of one year of employment employees typically go through a formal year-end performance review. Typically this process results in a job title change, a mutual determination of career path/track that is ideal for the employee to take, and more importantly a salary adjustment and goal settings for the 2nd year of employment.

Once a Trainee Engineer successfully completes and goes beyond the first year of employment, typically he/she will continue the Learning Path by getting opportunities for more On-The-Project training as well as Periodic Refresher and/or Continuous Education training.

Employment Commencement Date:

Your employment will commence in the month of July 2016. We will notify you of the exact date of joining by the end of June 2016 and will issue a "Letter of Appointment" fifteen days prior to your date of joining. This letter will also include the "Terms & Conditions" related to your employment with Tripod.

Please note that this offer of employment is contingent upon passing your final exams and clearing backlog, if any, from your prior years of study before the date of joining.

PRINCIPAL
Bharat Institute of Engineering & Technology
Affiliated to JNTU, Hyderabad
Ranga Reddy Dist.

We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

Compensation:

Your "Monthly Gross Salary" would be ₹ 15,000 equivalent to an "Annual Gross Salary" of ₹ 1,80,000. In addition, all trainee engineers who remain continuously employed with us for 12 months from their date of joining are also typically eligible to receive a one-time "Retention Bonus" of ₹ 20,000 which would make the "Annual CTC" to ₹ 2,00,000/- (Two Lakhs only) per annum.

Monthly Gross Salary	**₹ 15,000/-**
Basic	₹ 6000/-
HRA (House Rent Allowance)	₹ 2400/-
Conveyance Allowance	₹ 800/-
Medical Reimbursement	₹ 1250/-
Other Allowance	₹ 4550/-
Annual Gross Salary	**₹ 1,80,000/-**
Annual Retention Bonus	**₹ 20,000/-**
Annual CTC	**₹ 2,00,000/-**

Other Perks and Benefits:

You will also be eligible to receive the following perks and benefits:

- **Medical Insurance Benefit** – You will be covered for medical benefits under the Tripod's Medical insurance benefit program for yourself. If you intend to get your spouse and/or family covered under this benefit program, you can opt to do so. If you decide to opt for this coverage under this program, you will be provided with information on coverage, premiums and co-pays in your "Employee Welcome Kit". You will also be provided with the appropriate enrollment forms at that time. Coverage under this program usually begins 30 days after commencement of employment with Tripod.
- **Vacation Days** – You will be eligible for 24 vacation days a year that will be credited on 1st January of every year. Leaves are pro-rated (02 leaves per month) and divided for new employees depending on their joining date. Vacation time will only be considered for those pay periods when a timesheet has been submitted in a timely manner. A new joiner is not entitled with leaves during the first 02 months.

Please indicate your acceptance of this offer by signing this letter below and return scan copy to our HR department personnel at hr_odc@tripodtech.net within 2 days from the receipt of the same.

PRINCIPAL
Ayanthi Institute of Engineering & Technology
Ghanpally (V), Hayathnagar,
Ranga Reddy (Dist.)

I welcome you to the Tripod Family and look forward to a great working relationship.

Sincerely,

Viswamitra Chevendra,
Vice President, India Operations,
Tripod Software Solutions (P) Ltd
vchevendra@tripodtech.net

Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Offer of Employment

March 16, 2021

Dear Bontha Srikanth,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Engineer.** You are one of the few that got selected into our prestigious program.

Trainee Engineer – Phases of Learning at Tripod:

Typically a Trainee Engineer like you who joins us goes through the following learning phases during the 1st year of employment:

- **Orientation Phase**: This will be during the first one week of your employment with Tripod and typically includes some boring but important activities like filling out HR paper work, reading and understanding HR Policies & Guidelines, some critical things like you getting assigned to a mentor(s) who will guide you through the learning process, and some exciting things like getting to know the details on technical and other training courses that you will be expected to go through in the next phases of learning.
- **Onboarding Phase**: This phase will cover the first 2 months of employment with Tripod. You will attend training on diverse topics of interest (like Software Development Life Cycle Methodologies, one or more Programming Languages/Frameworks, Quality Assurance/Testing, Soft Skills, Leadership, etc.,) that will help you build a good foundation for your career. During this phase, you will start the process of acquiring the necessary knowledge, skills, and behaviours to become effective organizational member. This phase of your employment will typically involve class room type training, self-driven research/learning, hands-on exercises, and formal periodic assessment by senior technical and HR staff at Tripod. Once you graduate successfully from the Onboarding Phase, you will continue on the Learning Path through the Employee Development Phase.
- **Employee Development Phase:** During this phase that lasts 4 months (3rd, 4th, 5th and 6th months) of the employment with Tripod, typically the employee will be assigned specific individual assignments supervised by designated Tripod project managers/project leads who will give opportunities to the trainee to apply some if not all of the knowledge and skills attained in the earlier phases of learning mentioned above. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase. Individual assignments may be given in diverse areas (analysis/requirements elicitation, design, programming, testing, build/release management, maintenance, etc.,) to ensure that the employee gains exposures to and experiences in as many SDLC stages as possible. Once you graduate successfully from this phase, you will continue on the Learning Path through the Career Development Phase.

PRINCIPAL
Aditya Institute of Engineering & Technology
Suthanthiram (V), Tuni, Kakinada (Dist.)

- **Career Development Phase:** During this phase typically the employee may be assigned a role on specific customer project(s) reporting to designated Tripod project managers/project leads and collaborating with peers and other senior technical resources on the project team(s). During this phase the employee will be expected to apply many if not all of the knowledge and skills attained in the earlier phases of learning mentioned above but also demonstrate the abilities to grasp/gain project, domain and technology or tools specific knowledge and skills. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase.

The employee will be on "Probation" for the first 6 months of employment (covers the Orientation, Onboarding and Employee Development Phases mentioned above). Upon successful completion of the Probation period, Tripod will issue a "Letter of Employment Confirmation" to the employee.

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- Once the Letter of Confirmation is issued by Tripod, the mutual notice period for separation of employment will be3 months.
- Terms of Separation are detailed in the "Letter of Appointment" that will be issued to you prior to your date of joining with Tripod.

Upon completion of one year of employment employees typically go through a formal year-end performance review. Typically this process results in a job title change, a mutual determination of career path/track that is ideal for the employee to take, and more importantly a salary adjustment and goal settings for the 2nd year of employment.

Once a Trainee Engineer successfully completes and goes beyond the first year of employment, typically he/she will continue the Learning Path by getting opportunities for more On-The-Project training as well as Periodic Refresher and/or Continuous Education training.

Employment Commencement Date:

Your employment will commence in the month of July 2016. We will notify you of the exact date of joining by the end of June 2016 and will issue a "Letter of Appointment" fifteen days prior to your date of joining. This letter will also include the "Terms & Conditions" related to your employment with Tripod.

Please note that this offer of employment is contingent upon passing your final exams and clearing backlog, if any, from your prior years of study before the date of joining.

PRINCIPAL
Institute of Engineering & Technology
Hayathnagar,
Ranga Reddy (Dist.)

We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

Compensation:

Your "Monthly Gross Salary" would be ₹ 15,000 equivalent to an "Annual Gross Salary" of ₹ 1,80,000. In addition, all trainee engineers who remain continuously employed with us for 12 months from their date of joining are also typically eligible to receive a one-time "Retention Bonus" of ₹ 20,000 which would make the "Annual CTC" to ₹ 2,00,000/- (Two Lakhs only) per annum.

Monthly Gross Salary	**₹ 15,000/-**
Basic	₹ 6000/-
HRA (House Rent Allowance)	₹ 2400/-
Conveyance Allowance	₹ 800/-
Medical Reimbursement	₹ 1250/-
Other Allowance	₹ 4550/-
Annual Gross Salary	**₹ 1,80,000/-**
Annual Retention Bonus	**₹ 20,000/-**
Annual CTC	**₹ 2,00,000/-**

Other Perks and Benefits:

You will also be eligible to receive the following perks and benefits:

- **Medical Insurance Benefit** – You will be covered for medical benefits under the Tripod's Medical insurance benefit program for yourself. If you intend to get your spouse and/or family covered under this benefit program, you can opt to do so. If you decide to opt for this coverage under this program, you will be provided with information on coverage, premiums and co-pays in your "Employee Welcome Kit". You will also be provided with the appropriate enrollment forms at that time. Coverage under this program usually begins 30 days after commencement of employment with Tripod.
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Please indicate your acceptance of this offer by signing this letter below and return scan copy to our HR department personnel at hr_odc@tripodtech.net within 2 days from the receipt of the same.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

I welcome you to the Tripod Family and look forward to a great working relationship.

Sincerely,

Viswamitra Chevendra,
Vice President, India Operations,
Tripod Software Solutions (P) Ltd
vchevendra@tripodtech.net

Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Offer of Employment

March 16, 2021

Dear Byrampalli Shailaja,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Engineer.** You are one of the few that got selected into our prestigious program.

Trainee Engineer – Phases of Learning at Tripod:

Typically a Trainee Engineer like you who joins us goes through the following learning phases during the 1st year of employment:

- **Orientation Phase**: This will be during the first one week of your employment with Tripod and typically includes some boring but important activities like filling out HR paper work, reading and understanding HR Policies & Guidelines, some critical things like you getting assigned to a mentor(s) who will guide you through the learning process, and some exciting things like getting to know the details on technical and other training courses that you will be expected to go through in the next phases of learning.
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PRINCIPAL
Nalla Malla Reddy Institute of Engineering & Technology
Approved by AICTE, Affiliated to JNTUH
Ranga Reddy Dist.

- **Career Development Phase:** During this phase typically the employee may be assigned a role on specific customer project(s) reporting to designated Tripod project managers/project leads and collaborating with peers and other senior technical resources on the project team(s). During this phase the employee will be expected to apply many if not all of the knowledge and skills attained in the earlier phases of learning mentioned above but also demonstrate the abilities to grasp/gain project, domain and technology or tools specific knowledge and skills. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase.

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Employment Commencement Date:

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Please note that this offer of employment is contingent upon passing your final exams and clearing backlog, if any, from your prior years of study before the date of joining.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

Compensation:

Your "Monthly Gross Salary" would be ₹ 15,000 equivalent to an "Annual Gross Salary" of ₹ 1,80,000. In addition, all trainee engineers who remain continuously employed with us for 12 months from their date of joining are also typically eligible to receive a one-time "Retention Bonus" of ₹ 20,000 which would make the "Annual CTC" to ₹ 2,00,000/- (Two Lakhs only) per annum.

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Annual Retention Bonus	**₹ 20,000/-**
Annual CTC	**₹ 2,00,000/-**

Other Perks and Benefits:

You will also be eligible to receive the following perks and benefits:

- **Medical Insurance Benefit** – You will be covered for medical benefits under the Tripod's Medical insurance benefit program for yourself. If you intend to get your spouse and/or family covered under this benefit program, you can opt to do so. If you decide to opt for this coverage under this program, you will be provided with information on coverage, premiums and co-pays in your "Employee Welcome Kit". You will also be provided with the appropriate enrollment forms at that time. Coverage under this program usually begins 30 days after commencement of employment with Tripod.
- **Vacation Days** – You will be eligible for 24 vacation days a year that will be credited on 1st January of every year. Leaves are pro-rated (02 leaves per month) and divided for new employees depending on their joining date. Vacation time will only be considered for those pay periods when a timesheet has been submitted in a timely manner. A new joiner is not entitled with leaves during the first 02 months.

Please indicate your acceptance of this offer by signing this letter below and return scan copy to our HR department personnel at hr_odc@tripodtech.net within 2 days from the receipt of the same.

I welcome you to the Tripod Family and look forward to a great working relationship.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Sincerely,

Viswamitra Chevendra,
Vice President, India Operations,
Tripod Software Solutions (P) Ltd
vchevendra@tripodtech.net

Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Offer of Employment

March 16, 2021

Dear Chirra Saikumar,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Engineer.** You are one of the few that got selected into our prestigious program.

Trainee Engineer – Phases of Learning at Tripod:

Typically a Trainee Engineer like you who joins us goes through the following learning phases during the 1st year of employment:

- **Orientation Phase**: This will be during the first one week of your employment with Tripod and typically includes some boring but important activities like filling out HR paper work, reading and understanding HR Policies & Guidelines, some critical things like you getting assigned to a mentor(s) who will guide you through the learning process, and some exciting things like getting to know the details on technical and other training courses that you will be expected to go through in the next phases of learning.
- **Onboarding Phase**: This phase will cover the first 2 months of employment with Tripod. You will attend training on diverse topics of interest (like Software Development Life Cycle Methodologies, one or more Programming Languages/Frameworks, Quality Assurance/Testing, Soft Skills, Leadership, etc.,) that will help you build a good foundation for your career. During this phase, you will start the process of acquiring the necessary knowledge, skills, and behaviours to become effective organizational member. This phase of your employment will typically involve class room type training, self-driven research/learning, hands-on exercises, and formal periodic assessment by senior technical and HR staff at Tripod. Once you graduate successfully from the Onboarding Phase, you will continue on the Learning Path through the Employee Development Phase.
- **Employee Development Phase:** During this phase that lasts 4 months (3rd, 4th, 5th and 6th months) of the employment with Tripod, typically the employee will be assigned specific individual assignments supervised by designated Tripod project managers/project leads who will give opportunities to the trainee to apply some if not all of the knowledge and skills attained in the earlier phases of learning mentioned above. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase. Individual assignments may be given in diverse areas (analysis/requirements elicitation, design, programming, testing, build/release management, maintenance, etc.,) to ensure that the employee gains exposures to and experiences in as many SDLC stages as possible. Once you graduate successfully from this phase, you will continue on the Learning Path through the Career Development Phase.

PRINCIPAL
Aarthi Institute of Engineering & Technology
Gunthapally (V), Abdullapurmet,
Ranga Reddy (Dist.)

- **Career Development Phase:** During this phase typically the employee may be assigned a role on specific customer project(s) reporting to designated Tripod project managers/project leads and collaborating with peers and other senior technical resources on the project team(s). During this phase the employee will be expected to apply many if not all of the knowledge and skills attained in the earlier phases of learning mentioned above but also demonstrate the abilities to grasp/gain project, domain and technology or tools specific knowledge and skills. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase.

The employee will be on "Probation" for the first 6 months of employment (covers the Orientation, Onboarding and Employee Development Phases mentioned above). Upon successful completion of the Probation period, Tripod will issue a "Letter of Employment Confirmation" to the employee.

- During the Probation period (until the Letter of Employment Confirmation is issued), if the management is not satisfied with the progress being made by the employee as identified in one or more of the formal periodic assessments mentioned above, Tripod can end the employee's employment with a notice period in writing of 15 days. During the Probation period, the employee can also end the employment with Tripod with the same 15 day notice period given in writing.
- Once the Letter of Confirmation is issued by Tripod, the mutual notice period for separation of employment will be3 months.
- Terms of Separation are detailed in the "Letter of Appointment" that will be issued to you prior to your date of joining with Tripod.

Upon completion of one year of employment employees typically go through a formal year-end performance review. Typically this process results in a job title change, a mutual determination of career path/track that is ideal for the employee to take, and more importantly a salary adjustment and goal settings for the 2nd year of employment.

Once a Trainee Engineer successfully completes and goes beyond the first year of employment, typically he/she will continue the Learning Path by getting opportunities for more On-The-Project training as well as Periodic Refresher and/or Continuous Education training.

Employment Commencement Date:

Your employment will commence in the month of July 2016. We will notify you of the exact date of joining by the end of June 2016 and will issue a "Letter of Appointment" fifteen days prior to your date of joining. This letter will also include the "Terms & Conditions" related to your employment with Tripod.

Please note that this offer of employment is contingent upon passing your final exams and clearing backlog, if any, from your prior years of study before the date of joining.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapily (V), Hayathnagar,
Ranga Reddy (Dist.)

We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

Compensation:

Your "Monthly Gross Salary" would be ₹ 15,000 equivalent to an "Annual Gross Salary" of ₹ 1,80,000. In addition, all trainee engineers who remain continuously employed with us for 12 months from their date of joining are also typically eligible to receive a one-time "Retention Bonus" of ₹ 20,000 which would make the "Annual CTC" to ₹ 2,00,000/- (Two Lakhs only) per annum.

Monthly Gross Salary	**₹ 15,000/-**
Basic	₹ 6000/-
HRA (House Rent Allowance)	₹ 2400/-
Conveyance Allowance	₹ 800/-
Medical Reimbursement	₹ 1250/-
Other Allowance	₹ 4550/-
Annual Gross Salary	**₹ 1,80,000/-**
Annual Retention Bonus	**₹ 20,000/-**
Annual CTC	**₹ 2,00,000/-**

Other Perks and Benefits:

You will also be eligible to receive the following perks and benefits:

- **Medical Insurance Benefit** – You will be covered for medical benefits under the Tripod's Medical insurance benefit program for yourself. If you intend to get your spouse and/or family covered under this benefit program, you can opt to do so. If you decide to opt for this coverage under this program, you will be provided with information on coverage, premiums and co-pays in your "Employee Welcome Kit". You will also be provided with the appropriate enrollment forms at that time. Coverage under this program usually begins 30 days after commencement of employment with Tripod.
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Please indicate your acceptance of this offer by signing this letter below and return scan copy to our HR department personnel at hr_odc@tripodtech.net within 2 days from the receipt of the same.

I welcome you to the Tripod Family and look forward to a great working relationship.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Sincerely,

Viswamitra Chevendra,
Vice President, India Operations,
Tripod Software Solutions (P) Ltd
vchevendra@tripodtech.net

Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Offer of Employment

March 16, 2021

Dear D E S Chandra Dileep,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Engineer.** You are one of the few that got selected into our prestigious program.

Trainee Engineer – Phases of Learning at Tripod:

Typically a Trainee Engineer like you who joins us goes through the following learning phases during the 1st year of employment:

- **Orientation Phase**: This will be during the first one week of your employment with Tripod and typically includes some boring but important activities like filling out HR paper work, reading and understanding HR Policies & Guidelines, some critical things like you getting assigned to a mentor(s) who will guide you through the learning process, and some exciting things like getting to know the details on technical and other training courses that you will be expected to go through in the next phases of learning.
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- **Employee Development Phase:** During this phase that lasts 4 months (3rd, 4th, 5th and 6th months) of the employment with Tripod, typically the employee will be assigned specific individual assignments supervised by designated Tripod project managers/project leads who will give opportunities to the trainee to apply some if not all of the knowledge and skills attained in the earlier phases of learning mentioned above. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase. Individual assignments may be given in diverse areas (analysis/requirements elicitation, design, programming, testing, build/release management, maintenance, etc.,) to ensure that the employee gains exposures to and experiences in as many SDLC stages as possible. Once you graduate successfully from this phase, you will continue on the Learning Path through the Career Development Phase.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gowthavilly (V), Hayathnagar,
Ranga Reddy (Dist.)

- **Career Development Phase:** During this phase typically the employee may be assigned a role on specific customer project(s) reporting to designated Tripod project managers/project leads and collaborating with peers and other senior technical resources on the project team(s). During this phase the employee will be expected to apply many if not all of the knowledge and skills attained in the earlier phases of learning mentioned above but also demonstrate the abilities to grasp/gain project, domain and technology or tools specific knowledge and skills. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase.

The employee will be on "Probation" for the first 6 months of employment (covers the Orientation, Onboarding and Employee Development Phases mentioned above). Upon successful completion of the Probation period, Tripod will issue a "Letter of Employment Confirmation" to the employee.

- During the Probation period (until the Letter of Employment Confirmation is issued), if the management is not satisfied with the progress being made by the employee as identified in one or more of the formal periodic assessments mentioned above, Tripod can end the employee's employment with a notice period in writing of 15 days. During the Probation period, the employee can also end the employment with Tripod with the same 15 day notice period given in writing.
- Once the Letter of Confirmation is issued by Tripod, the mutual notice period for separation of employment will be3 months.
- Terms of Separation are detailed in the "Letter of Appointment" that will be issued to you prior to your date of joining with Tripod.

Upon completion of one year of employment employees typically go through a formal year-end performance review. Typically this process results in a job title change, a mutual determination of career path/track that is ideal for the employee to take, and more importantly a salary adjustment and goal settings for the 2nd year of employment.

Once a Trainee Engineer successfully completes and goes beyond the first year of employment, typically he/she will continue the Learning Path by getting opportunities for more On-The-Project training as well as Periodic Refresher and/or Continuous Education training.

Employment Commencement Date:

Your employment will commence in the month of July 2016. We will notify you of the exact date of joining by the end of June 2016 and will issue a "Letter of Appointment" fifteen days prior to your date of joining. This letter will also include the "Terms & Conditions" related to your employment with Tripod.

Please note that this offer of employment is contingent upon passing your final exams and clearing backlog, if any, from your prior years of study before the date of joining.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

Compensation:

Your "Monthly Gross Salary" would be ₹ 15,000 equivalent to an "Annual Gross Salary" of ₹ 1,80,000. In addition, all trainee engineers who remain continuously employed with us for 12 months from their date of joining are also typically eligible to receive a one-time "Retention Bonus" of ₹ 20,000 which would make the "Annual CTC" to ₹ 2,00,000/- (Two Lakhs only) per annum.

Monthly Gross Salary	**₹ 15,000/-**
Basic	₹ 6000/-
HRA (House Rent Allowance)	₹ 2400/-
Conveyance Allowance	₹ 800/-
Medical Reimbursement	₹ 1250/-
Other Allowance	₹ 4550/-
Annual Gross Salary	**₹ 1,80,000/-**
Annual Retention Bonus	**₹ 20,000/-**
Annual CTC	**₹ 2,00,000/-**

Other Perks and Benefits:

You will also be eligible to receive the following perks and benefits:

- **Medical Insurance Benefit** – You will be covered for medical benefits under the Tripod's Medical insurance benefit program for yourself. If you intend to get your spouse and/or family covered under this benefit program, you can opt to do so. If you decide to opt for this coverage under this program, you will be provided with information on coverage, premiums and co-pays in your "Employee Welcome Kit". You will also be provided with the appropriate enrollment forms at that time. Coverage under this program usually begins 30 days after commencement of employment with Tripod.
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Please indicate your acceptance of this offer by signing this letter below and return scan copy to our HR department personnel at hr_odc@tripodtech.net within 2 days from the receipt of the same.

I welcome you to the Tripod Family and look forward to a great working relationship.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Sincerely,

Viswamitra Chevendra,
Vice President, India Operations,
Tripod Software Solutions (P) Ltd
vchevendra@tripodtech.net

Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Offer of Employment

March 16, 2021

Dear Dyavarisetti Harika,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Engineer.** You are one of the few that got selected into our prestigious program.

Trainee Engineer – Phases of Learning at Tripod:

Typically a Trainee Engineer like you who joins us goes through the following learning phases during the 1st year of employment:

- **Orientation Phase**: This will be during the first one week of your employment with Tripod and typically includes some boring but important activities like filling out HR paper work, reading and understanding HR Policies & Guidelines, some critical things like you getting assigned to a mentor(s) who will guide you through the learning process, and some exciting things like getting to know the details on technical and other training courses that you will be expected to go through in the next phases of learning.
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- **Employee Development Phase:** During this phase that lasts 4 months (3rd, 4th, 5th and 6th months) of the employment with Tripod, typically the employee will be assigned specific individual assignments supervised by designated Tripod project managers/project leads who will give opportunities to the trainee to apply some if not all of the knowledge and skills attained in the earlier phases of learning mentioned above. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase. Individual assignments may be given in diverse areas (analysis/requirements elicitation, design, programming, testing, build/release management, maintenance, etc.,) to ensure that the employee gains exposures to and experiences in as many SDLC stages as possible. Once you graduate successfully from this phase, you will continue on the Learning Path through the Career Development Phase.

- **Career Development Phase:** During this phase typically the employee may be assigned a role on specific customer project(s) reporting to designated Tripod project managers/project leads and collaborating with peers and other senior technical resources on the project team(s). During this phase the employee will be expected to apply many if not all of the knowledge and skills attained in the earlier phases of learning mentioned above but also demonstrate the abilities to grasp/gain project, domain and technology or tools specific knowledge and skills. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase.

The employee will be on "Probation" for the first 6 months of employment (covers the Orientation, Onboarding and Employee Development Phases mentioned above). Upon successful completion of the Probation period, Tripod will issue a "Letter of Employment Confirmation" to the employee.

- During the Probation period (until the Letter of Employment Confirmation is issued), if the management is not satisfied with the progress being made by the employee as identified in one or more of the formal periodic assessments mentioned above, Tripod can end the employee's employment with a notice period in writing of 15 days. During the Probation period, the employee can also end the employment with Tripod with the same 15 day notice period given in writing.
- Once the Letter of Confirmation is issued by Tripod, the mutual notice period for separation of employment will be3 months.
- Terms of Separation are detailed in the "Letter of Appointment" that will be issued to you prior to your date of joining with Tripod.

Upon completion of one year of employment employees typically go through a formal year-end performance review. Typically this process results in a job title change, a mutual determination of career path/track that is ideal for the employee to take, and more importantly a salary adjustment and goal settings for the 2nd year of employment.

Once a Trainee Engineer successfully completes and goes beyond the first year of employment, typically he/she will continue the Learning Path by getting opportunities for more On-The-Project training as well as Periodic Refresher and/or Continuous Education training.

Employment Commencement Date:

Your employment will commence in the month of July 2016. We will notify you of the exact date of joining by the end of June 2016 and will issue a "Letter of Appointment" fifteen days prior to your date of joining. This letter will also include the "Terms & Conditions" related to your employment with Tripod.

Please note that this offer of employment is contingent upon passing your final exams and clearing backlog, if any, from your prior years of study before the date of joining.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

Compensation:

Your "Monthly Gross Salary" would be ₹ 15,000 equivalent to an "Annual Gross Salary" of ₹ 1,80,000. In addition, all trainee engineers who remain continuously employed with us for 12 months from their date of joining are also typically eligible to receive a one-time "Retention Bonus" of ₹ 20,000 which would make the "Annual CTC" to ₹ 2,00,000/- (Two Lakhs only) per annum.

Monthly Gross Salary	**₹ 15,000/-**
Basic	₹ 6000/-
HRA (House Rent Allowance)	₹ 2400/-
Conveyance Allowance	₹ 800/-
Medical Reimbursement	₹ 1250/-
Other Allowance	₹ 4550/-
Annual Gross Salary	**₹ 1,80,000/-**
Annual Retention Bonus	**₹ 20,000/-**
Annual CTC	**₹ 2,00,000/-**

Other Perks and Benefits:

You will also be eligible to receive the following perks and benefits:

- **Medical Insurance Benefit** – You will be covered for medical benefits under the Tripod's Medical insurance benefit program for yourself. If you intend to get your spouse and/or family covered under this benefit program, you can opt to do so. If you decide to opt for this coverage under this program, you will be provided with information on coverage, premiums and co-pays in your "Employee Welcome Kit". You will also be provided with the appropriate enrollment forms at that time. Coverage under this program usually begins 30 days after commencement of employment with Tripod.
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Please indicate your acceptance of this offer by signing this letter below and return scan copy to our HR department personnel at hr_odc@tripodtech.net within 2 days from the receipt of the same.

I welcome you to the Tripod Family and look forward to a great working relationship.

Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Sincerely,

Viswamitra Chevendra,
Vice President, India Operations,
Tripod Software Solutions (P) Ltd
vchevendra@tripodtech.net

Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Offer of Employment

March 16, 2021

Dear Kasturi Phaneendra,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Engineer.** You are one of the few that got selected into our prestigious program.

Trainee Engineer – Phases of Learning at Tripod:

Typically a Trainee Engineer like you who joins us goes through the following learning phases during the 1st year of employment:

- **Orientation Phase**: This will be during the first one week of your employment with Tripod and typically includes some boring but important activities like filling out HR paper work, reading and understanding HR Policies & Guidelines, some critical things like you getting assigned to a mentor(s) who will guide you through the learning process, and some exciting things like getting to know the details on technical and other training courses that you will be expected to go through in the next phases of learning.
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Once a Trainee Engineer successfully completes and goes beyond the first year of employment, typically he/she will continue the Learning Path by getting opportunities for more On-The-Project training as well as Periodic Refresher and/or Continuous Education training.

Employment Commencement Date:

Your employment will commence in the month of July 2016. We will notify you of the exact date of joining by the end of June 2016 and will issue a "Letter of Appointment" fifteen days prior to your date of joining. This letter will also include the "Terms & Conditions" related to your employment with Tripod.

Please note that this offer of employment is contingent upon passing your final exams and clearing backlog, if any, from your prior years of study before the date of joining.

PRINCIPAL
Anurag Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

Compensation:

Your "Monthly Gross Salary" would be ₹ 15,000 equivalent to an "Annual Gross Salary" of ₹ 1,80,000. In addition, all trainee engineers who remain continuously employed with us for 12 months from their date of joining are also typically eligible to receive a one-time "Retention Bonus" of ₹ 20,000 which would make the "Annual CTC" to ₹ 2,00,000/- (Two Lakhs only) per annum.

Monthly Gross Salary	**₹ 15,000/-**
Basic	₹ 6000/-
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Annual CTC	**₹ 2,00,000/-**

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You will also be eligible to receive the following perks and benefits:

- **Medical Insurance Benefit** – You will be covered for medical benefits under the Tripod's Medical insurance benefit program for yourself. If you intend to get your spouse and/or family covered under this benefit program, you can opt to do so. If you decide to opt for this coverage under this program, you will be provided with information on coverage, premiums and co-pays in your "Employee Welcome Kit". You will also be provided with the appropriate enrollment forms at that time. Coverage under this program usually begins 30 days after commencement of employment with Tripod.
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Please indicate your acceptance of this offer by signing this letter below and return scan copy to our HR department personnel at hr_odc@tripodtech.net within 2 days from the receipt of the same.

I welcome you to the Tripod Family and look forward to a great working relationship.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Sincerely,

Viswamitra Chevendra,
Vice President, India Operations,
Tripod Software Solutions (P) Ltd
vchevendra@tripodtech.net

Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Offer of Employment

March 16, 2021

Dear Kathi Anil Reddy,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Engineer.** You are one of the few that got selected into our prestigious program.

Trainee Engineer – Phases of Learning at Tripod:

Typically a Trainee Engineer like you who joins us goes through the following learning phases during the 1st year of employment:

- **Orientation Phase**: This will be during the first one week of your employment with Tripod and typically includes some boring but important activities like filling out HR paper work, reading and understanding HR Policies & Guidelines, some critical things like you getting assigned to a mentor(s) who will guide you through the learning process, and some exciting things like getting to know the details on technical and other training courses that you will be expected to go through in the next phases of learning.
- **Onboarding Phase**: This phase will cover the first 2 months of employment with Tripod. You will attend training on diverse topics of interest (like Software Development Life Cycle Methodologies, one or more Programming Languages/Frameworks, Quality Assurance/Testing, Soft Skills, Leadership, etc.,) that will help you build a good foundation for your career. During this phase, you will start the process of acquiring the necessary knowledge, skills, and behaviours to become effective organizational member. This phase of your employment will typically involve class room type training, self-driven research/learning, hands-on exercises, and formal periodic assessment by senior technical and HR staff at Tripod. Once you graduate successfully from the Onboarding Phase, you will continue on the Learning Path through the Employee Development Phase.
- **Employee Development Phase:** During this phase that lasts 4 months (3rd, 4th, 5th and 6th months) of the employment with Tripod, typically the employee will be assigned specific individual assignments supervised by designated Tripod project managers/project leads who will give opportunities to the trainee to apply some if not all of the knowledge and skills attained in the earlier phases of learning mentioned above. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase. Individual assignments may be given in diverse areas (analysis/requirements elicitation, design, programming, testing, build/release management, maintenance, etc.,) to ensure that the employee gains exposures to and experiences in as many SDLC stages as possible. Once you graduate successfully from this phase, you will continue on the Learning Path through the Career Development Phase.

- **Career Development Phase:** During this phase typically the employee may be assigned a role on specific customer project(s) reporting to designated Tripod project managers/project leads and collaborating with peers and other senior technical resources on the project team(s). During this phase the employee will be expected to apply many if not all of the knowledge and skills attained in the earlier phases of learning mentioned above but also demonstrate the abilities to grasp/gain project, domain and technology or tools specific knowledge and skills. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase.

The employee will be on "Probation" for the first 6 months of employment (covers the Orientation, Onboarding and Employee Development Phases mentioned above). Upon successful completion of the Probation period, Tripod will issue a "Letter of Employment Confirmation" to the employee.

- During the Probation period (until the Letter of Employment Confirmation is issued), if the management is not satisfied with the progress being made by the employee as identified in one or more of the formal periodic assessments mentioned above, Tripod can end the employee's employment with a notice period in writing of 15 days. During the Probation period, the employee can also end the employment with Tripod with the same 15 day notice period given in writing.
- Once the Letter of Confirmation is issued by Tripod, the mutual notice period for separation of employment will be3 months.
- Terms of Separation are detailed in the "Letter of Appointment" that will be issued to you prior to your date of joining with Tripod.

Upon completion of one year of employment employees typically go through a formal year-end performance review. Typically this process results in a job title change, a mutual determination of career path/track that is ideal for the employee to take, and more importantly a salary adjustment and goal settings for the 2nd year of employment.

Once a Trainee Engineer successfully completes and goes beyond the first year of employment, typically he/she will continue the Learning Path by getting opportunities for more On-The-Project training as well as Periodic Refresher and/or Continuous Education training.

Employment Commencement Date:

Your employment will commence in the month of July 2016. We will notify you of the exact date of joining by the end of June 2016 and will issue a "Letter of Appointment" fifteen days prior to your date of joining. This letter will also include the "Terms & Conditions" related to your employment with Tripod.

Please note that this offer of employment is contingent upon passing your final exams and clearing backlog, if any, from your prior years of study before the date of joining.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

Compensation:

Your "Monthly Gross Salary" would be ₹ 15,000 equivalent to an "Annual Gross Salary" of ₹ 1,80,000. In addition, all trainee engineers who remain continuously employed with us for 12 months from their date of joining are also typically eligible to receive a one-time "Retention Bonus" of ₹ 20,000 which would make the "Annual CTC" to ₹ 2,00,000/- (Two Lakhs only) per annum.

Monthly Gross Salary	**₹ 15,000/-**
Basic	₹ 6000/-
HRA (House Rent Allowance)	₹ 2400/-
Conveyance Allowance	₹ 800/-
Medical Reimbursement	₹ 1250/-
Other Allowance	₹ 4550/-
Annual Gross Salary	**₹ 1,80,000/-**
Annual Retention Bonus	**₹ 20,000/-**
Annual CTC	**₹ 2,00,000/-**

Other Perks and Benefits:

You will also be eligible to receive the following perks and benefits:

- **Medical Insurance Benefit** – You will be covered for medical benefits under the Tripod's Medical insurance benefit program for yourself. If you intend to get your spouse and/or family covered under this benefit program, you can opt to do so. If you decide to opt for this coverage under this program, you will be provided with information on coverage, premiums and co-pays in your "Employee Welcome Kit". You will also be provided with the appropriate enrollment forms at that time. Coverage under this program usually begins 30 days after commencement of employment with Tripod.
- **Vacation Days** – You will be eligible for 24 vacation days a year that will be credited on 1st January of every year. Leaves are pro-rated (02 leaves per month) and divided for new employees depending on their joining date. Vacation time will only be considered for those pay periods when a timesheet has been submitted in a timely manner. A new joiner is not entitled with leaves during the first 02 months.

Please indicate your acceptance of this offer by signing this letter below and return scan copy to our HR department personnel at hr_odc@tripodtech.net within 2 days from the receipt of the same.

I welcome you to the Tripod Family and look forward to a great working relationship.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Sincerely,

Viswamitra Chevendra,
Vice President, India Operations,
Tripod Software Solutions (P) Ltd
vchevendra@tripodtech.net

Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Offer of Employment

March 16, 2021

Dear Kathik Chary,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Engineer.** You are one of the few that got selected into our prestigious program.

Trainee Engineer – Phases of Learning at Tripod:

Typically a Trainee Engineer like you who joins us goes through the following learning phases during the 1st year of employment:

- **Orientation Phase**: This will be during the first one week of your employment with Tripod and typically includes some boring but important activities like filling out HR paper work, reading and understanding HR Policies & Guidelines, some critical things like you getting assigned to a mentor(s) who will guide you through the learning process, and some exciting things like getting to know the details on technical and other training courses that you will be expected to go through in the next phases of learning.
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- **Employee Development Phase:** During this phase that lasts 4 months (3rd, 4th, 5th and 6th months) of the employment with Tripod, typically the employee will be assigned specific individual assignments supervised by designated Tripod project managers/project leads who will give opportunities to the trainee to apply some if not all of the knowledge and skills attained in the earlier phases of learning mentioned above. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase. Individual assignments may be given in diverse areas (analysis/requirements elicitation, design, programming, testing, build/release management, maintenance, etc.,) to ensure that the employee gains exposures to and experiences in as many SDLC stages as possible. Once you graduate successfully from this phase, you will continue on the Learning Path through the Career Development Phase.

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Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

- **Career Development Phase:** During this phase typically the employee may be assigned a role on specific customer project(s) reporting to designated Tripod project managers/project leads and collaborating with peers and other senior technical resources on the project team(s). During this phase the employee will be expected to apply many if not all of the knowledge and skills attained in the earlier phases of learning mentioned above but also demonstrate the abilities to grasp/gain project, domain and technology or tools specific knowledge and skills. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase.

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Upon completion of one year of employment employees typically go through a formal year-end performance review. Typically this process results in a job title change, a mutual determination of career path/track that is ideal for the employee to take, and more importantly a salary adjustment and goal settings for the 2nd year of employment.

Once a Trainee Engineer successfully completes and goes beyond the first year of employment, typically he/she will continue the Learning Path by getting opportunities for more On-The-Project training as well as Periodic Refresher and/or Continuous Education training.

Employment Commencement Date:

Your employment will commence in the month of July 2016. We will notify you of the exact date of joining by the end of June 2016 and will issue a "Letter of Appointment" fifteen days prior to your date of joining. This letter will also include the "Terms & Conditions" related to your employment with Tripod.

Please note that this offer of employment is contingent upon passing your final exams and clearing backlog, if any, from your prior years of study before the date of joining.

PRINCIPAL
Institute of Engineering & Technology
(V), Hayathnagar,
Reddy (Dist.)

We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

Compensation:

Your "Monthly Gross Salary" would be ₹ 15,000 equivalent to an "Annual Gross Salary" of ₹ 1,80,000. In addition, all trainee engineers who remain continuously employed with us for 12 months from their date of joining are also typically eligible to receive a one-time "Retention Bonus" of ₹ 20,000 which would make the "Annual CTC" to ₹ 2,00,000/- (Two Lakhs only) per annum.

Monthly Gross Salary	**₹ 15,000/-**
Basic	₹ 6000/-
HRA (House Rent Allowance)	₹ 2400/-
Conveyance Allowance	₹ 800/-
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Other Allowance	₹ 4550/-
Annual Gross Salary	**₹ 1,80,000/-**
Annual Retention Bonus	**₹ 20,000/-**
Annual CTC	**₹ 2,00,000/-**

Other Perks and Benefits:

You will also be eligible to receive the following perks and benefits:

- **Medical Insurance Benefit** – You will be covered for medical benefits under the Tripod's Medical insurance benefit program for yourself. If you intend to get your spouse and/or family covered under this benefit program, you can opt to do so. If you decide to opt for this coverage under this program, you will be provided with information on coverage, premiums and co-pays in your "Employee Welcome Kit". You will also be provided with the appropriate enrollment forms at that time. Coverage under this program usually begins 30 days after commencement of employment with Tripod.
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Please indicate your acceptance of this offer by signing this letter below and return scan copy to our HR department personnel at hr_odc@tripodtech.net within 2 days from the receipt of the same.

I welcome you to the Tripod Family and look forward to a great working relationship.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Sincerely,

Viswamitra Chevendra,
Vice President, India Operations,
Tripod Software Solutions (P) Ltd
vchevendra@tripodtech.net

Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Offer of Employment

March 16, 2021

Dear Kunsoth Priyanka**,**

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Engineer.** You are one of the few that got selected into our prestigious program.

Trainee Engineer – Phases of Learning at Tripod:

Typically a Trainee Engineer like you who joins us goes through the following learning phases during the 1st year of employment:

- **Orientation Phase**: This will be during the first one week of your employment with Tripod and typically includes some boring but important activities like filling out HR paper work, reading and understanding HR Policies & Guidelines, some critical things like you getting assigned to a mentor(s) who will guide you through the learning process, and some exciting things like getting to know the details on technical and other training courses that you will be expected to go through in the next phases of learning.
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PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

- **Career Development Phase:** During this phase typically the employee may be assigned a role on specific customer project(s) reporting to designated Tripod project managers/project leads and collaborating with peers and other senior technical resources on the project team(s). During this phase the employee will be expected to apply many if not all of the knowledge and skills attained in the earlier phases of learning mentioned above but also demonstrate the abilities to grasp/gain project, domain and technology or tools specific knowledge and skills. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase.

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Once a Trainee Engineer successfully completes and goes beyond the first year of employment, typically he/she will continue the Learning Path by getting opportunities for more On-The-Project training as well as Periodic Refresher and/or Continuous Education training.

Employment Commencement Date:

Your employment will commence in the month of July 2016. We will notify you of the exact date of joining by the end of June 2016 and will issue a "Letter of Appointment" fifteen days prior to your date of joining. This letter will also include the "Terms & Conditions" related to your employment with Tripod.

Please note that this offer of employment is contingent upon passing your final exams and clearing backlog, if any, from your prior years of study before the date of joining.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

Compensation:

Your "Monthly Gross Salary" would be ₹ 15,000 equivalent to an "Annual Gross Salary" of ₹ 1,80,000. In addition, all trainee engineers who remain continuously employed with us for 12 months from their date of joining are also typically eligible to receive a one-time "Retention Bonus" of ₹ 20,000 which would make the "Annual CTC" to ₹ 2,00,000/- (Two Lakhs only) per annum.

Monthly Gross Salary	**₹ 15,000/-**
Basic	₹ 6000/-
HRA (House Rent Allowance)	₹ 2400/-
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Other Allowance	₹ 4550/-
Annual Gross Salary	**₹ 1,80,000/-**
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Annual CTC	**₹ 2,00,000/-**

Other Perks and Benefits:

You will also be eligible to receive the following perks and benefits:

- **Medical Insurance Benefit** – You will be covered for medical benefits under the Tripod's Medical insurance benefit program for yourself. If you intend to get your spouse and/or family covered under this benefit program, you can opt to do so. If you decide to opt for this coverage under this program, you will be provided with information on coverage, premiums and co-pays in your "Employee Welcome Kit". You will also be provided with the appropriate enrollment forms at that time. Coverage under this program usually begins 30 days after commencement of employment with Tripod.
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Please indicate your acceptance of this offer by signing this letter below and return scan copy to our HR department personnel at hr_odc@tripodtech.net within 2 days from the receipt of the same.

I welcome you to the Tripod Family and look forward to a great working relationship.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Sincerely,

Viswamitra Chevendra,
Vice President, India Operations,
Tripod Software Solutions (P) Ltd
vchevendra@tripodtech.net

Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Offer of Employment

March 16, 2021

Dear Parupalli Shivane,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Engineer.** You are one of the few that got selected into our prestigious program.

Trainee Engineer – Phases of Learning at Tripod:

Typically a Trainee Engineer like you who joins us goes through the following learning phases during the 1st year of employment:

- **Orientation Phase**: This will be during the first one week of your employment with Tripod and typically includes some boring but important activities like filling out HR paper work, reading and understanding HR Policies & Guidelines, some critical things like you getting assigned to a mentor(s) who will guide you through the learning process, and some exciting things like getting to know the details on technical and other training courses that you will be expected to go through in the next phases of learning.
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PRINCIPAL
Aurora's Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

- **Career Development Phase:** During this phase typically the employee may be assigned a role on specific customer project(s) reporting to designated Tripod project managers/project leads and collaborating with peers and other senior technical resources on the project team(s). During this phase the employee will be expected to apply many if not all of the knowledge and skills attained in the earlier phases of learning mentioned above but also demonstrate the abilities to grasp/gain project, domain and technology or tools specific knowledge and skills. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase.

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Employment Commencement Date:

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Please note that this offer of employment is contingent upon passing your final exams and clearing backlog, if any, from your prior years of study before the date of joining.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Ranga Reddy (Dist.)

We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

Compensation:

Your "Monthly Gross Salary" would be ₹ 15,000 equivalent to an "Annual Gross Salary" of ₹ 1,80,000. In addition, all trainee engineers who remain continuously employed with us for 12 months from their date of joining are also typically eligible to receive a one-time "Retention Bonus" of ₹ 20,000 which would make the "Annual CTC" to ₹ 2,00,000/- (Two Lakhs only) per annum.

Monthly Gross Salary	**₹ 15,000/-**
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Please indicate your acceptance of this offer by signing this letter below and return scan copy to our HR department personnel at hr_odc@tripodtech.net within 2 days from the receipt of the same.

I welcome you to the Tripod Family and look forward to a great working relationship.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar
Ranga Reddy (Dist.)

Sincerely,

Viswamitra Chevendra,
Vice President, India Operations,
Tripod Software Solutions (P) Ltd
vchevendra@tripodtech.net

Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

Offer of Employment

March 16, 2021

Dear Shanigarapu Sandhya**,**

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Engineer.** You are one of the few that got selected into our prestigious program.

Trainee Engineer – Phases of Learning at Tripod:

Typically a Trainee Engineer like you who joins us goes through the following learning phases during the 1st year of employment:

- **Orientation Phase**: This will be during the first one week of your employment with Tripod and typically includes some boring but important activities like filling out HR paper work, reading and understanding HR Policies & Guidelines, some critical things like you getting assigned to a mentor(s) who will guide you through the learning process, and some exciting things like getting to know the details on technical and other training courses that you will be expected to go through in the next phases of learning.
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PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

- **Career Development Phase:** During this phase typically the employee may be assigned a role on specific customer project(s) reporting to designated Tripod project managers/project leads and collaborating with peers and other senior technical resources on the project team(s). During this phase the employee will be expected to apply many if not all of the knowledge and skills attained in the earlier phases of learning mentioned above but also demonstrate the abilities to grasp/gain project, domain and technology or tools specific knowledge and skills. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase.

The employee will be on "Probation" for the first 6 months of employment (covers the Orientation, Onboarding and Employee Development Phases mentioned above). Upon successful completion of the Probation period, Tripod will issue a "Letter of Employment Confirmation" to the employee.

- During the Probation period (until the Letter of Employment Confirmation is issued), if the management is not satisfied with the progress being made by the employee as identified in one or more of the formal periodic assessments mentioned above, Tripod can end the employee's employment with a notice period in writing of 15 days. During the Probation period, the employee can also end the employment with Tripod with the same 15 day notice period given in writing.
- Once the Letter of Confirmation is issued by Tripod, the mutual notice period for separation of employment will be3 months.
- Terms of Separation are detailed in the "Letter of Appointment" that will be issued to you prior to your date of joining with Tripod.

Upon completion of one year of employment employees typically go through a formal year-end performance review. Typically this process results in a job title change, a mutual determination of career path/track that is ideal for the employee to take, and more importantly a salary adjustment and goal settings for the 2nd year of employment.

Once a Trainee Engineer successfully completes and goes beyond the first year of employment, typically he/she will continue the Learning Path by getting opportunities for more On-The-Project training as well as Periodic Refresher and/or Continuous Education training.

Employment Commencement Date:

Your employment will commence in the month of July 2016. We will notify you of the exact date of joining by the end of June 2016 and will issue a "Letter of Appointment" fifteen days prior to your date of joining. This letter will also include the "Terms & Conditions" related to your employment with Tripod.

Please note that this offer of employment is contingent upon passing your final exams and clearing backlog, if any, from your prior years of study before the date of joining.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

Compensation:

Your "Monthly Gross Salary" would be ₹ 15,000 equivalent to an "Annual Gross Salary" of ₹ 1,80,000. In addition, all trainee engineers who remain continuously employed with us for 12 months from their date of joining are also typically eligible to receive a one-time "Retention Bonus" of ₹ 20,000 which would make the "Annual CTC" to ₹ 2,00,000/- (Two Lakhs only) per annum.

Monthly Gross Salary	**₹ 15,000/-**
Basic	₹ 6000/-
HRA (House Rent Allowance)	₹ 2400/-
Conveyance Allowance	₹ 800/-
Medical Reimbursement	₹ 1250/-
Other Allowance	₹ 4550/-
Annual Gross Salary	**₹ 1,80,000/-**
Annual Retention Bonus	**₹ 20,000/-**
Annual CTC	**₹ 2,00,000/-**

Other Perks and Benefits:

You will also be eligible to receive the following perks and benefits:

- **Medical Insurance Benefit** – You will be covered for medical benefits under the Tripod's Medical insurance benefit program for yourself. If you intend to get your spouse and/or family covered under this benefit program, you can opt to do so. If you decide to opt for this coverage under this program, you will be provided with information on coverage, premiums and co-pays in your "Employee Welcome Kit". You will also be provided with the appropriate enrollment forms at that time. Coverage under this program usually begins 30 days after commencement of employment with Tripod.
- **Vacation Days** – You will be eligible for 24 vacation days a year that will be credited on 1st January of every year. Leaves are pro-rated (02 leaves per month) and divided for new employees depending on their joining date. Vacation time will only be considered for those pay periods when a timesheet has been submitted in a timely manner. A new joiner is not entitled with leaves during the first 02 months.

Please indicate your acceptance of this offer by signing this letter below and return scan copy to our HR department personnel at hr_odc@tripodtech.net within 2 days from the receipt of the same.

I welcome you to the Tripod Family and look forward to a great working relationship.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Sincerely,

Viswamitra Chevendra,
Vice President, India Operations,
Tripod Software Solutions (P) Ltd
vchevendra@tripodtech.net

Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Offer of Employment

March 16, 2021

Dear Siddula Sai Teja,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Engineer.** You are one of the few that got selected into our prestigious program.

Trainee Engineer – Phases of Learning at Tripod:

Typically a Trainee Engineer like you who joins us goes through the following learning phases during the 1st year of employment:

- **Orientation Phase**: This will be during the first one week of your employment with Tripod and typically includes some boring but important activities like filling out HR paper work, reading and understanding HR Policies & Guidelines, some critical things like you getting assigned to a mentor(s) who will guide you through the learning process, and some exciting things like getting to know the details on technical and other training courses that you will be expected to go through in the next phases of learning.
- **Onboarding Phase**: This phase will cover the first 2 months of employment with Tripod. You will attend training on diverse topics of interest (like Software Development Life Cycle Methodologies, one or more Programming Languages/Frameworks, Quality Assurance/Testing, Soft Skills, Leadership, etc.,) that will help you build a good foundation for your career. During this phase, you will start the process of acquiring the necessary knowledge, skills, and behaviours to become effective organizational member. This phase of your employment will typically involve class room type training, self-driven research/learning, hands-on exercises, and formal periodic assessment by senior technical and HR staff at Tripod. Once you graduate successfully from the Onboarding Phase, you will continue on the Learning Path through the Employee Development Phase.
- **Employee Development Phase:** During this phase that lasts 4 months (3rd, 4th, 5th and 6th months) of the employment with Tripod, typically the employee will be assigned specific individual assignments supervised by designated Tripod project managers/project leads who will give opportunities to the trainee to apply some if not all of the knowledge and skills attained in the earlier phases of learning mentioned above. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase. Individual assignments may be given in diverse areas (analysis/requirements elicitation, design, programming, testing, build/release management, maintenance, etc.,) to ensure that the employee gains exposures to and experiences in as many SDLC stages as possible. Once you graduate successfully from this phase, you will continue on the Learning Path through the Career Development Phase.

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- **Career Development Phase:** During this phase typically the employee may be assigned a role on specific customer project(s) reporting to designated Tripod project managers/project leads and collaborating with peers and other senior technical resources on the project team(s). During this phase the employee will be expected to apply many if not all of the knowledge and skills attained in the earlier phases of learning mentioned above but also demonstrate the abilities to grasp/gain project, domain and technology or tools specific knowledge and skills. Formal and Informal periodic assessments will be conducted to assess employee's progress and development during this phase.

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- Terms of Separation are detailed in the "Letter of Appointment" that will be issued to you prior to your date of joining with Tripod.

Upon completion of one year of employment employees typically go through a formal year-end performance review. Typically this process results in a job title change, a mutual determination of career path/track that is ideal for the employee to take, and more importantly a salary adjustment and goal settings for the 2nd year of employment.

Once a Trainee Engineer successfully completes and goes beyond the first year of employment, typically he/she will continue the Learning Path by getting opportunities for more On-The-Project training as well as Periodic Refresher and/or Continuous Education training.

Employment Commencement Date:

Your employment will commence in the month of July 2016. We will notify you of the exact date of joining by the end of June 2016 and will issue a "Letter of Appointment" fifteen days prior to your date of joining. This letter will also include the "Terms & Conditions" related to your employment with Tripod.

Please note that this offer of employment is contingent upon passing your final exams and clearing backlog, if any, from your prior years of study before the date of joining.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

Compensation:

Your "Monthly Gross Salary" would be ₹ 15,000 equivalent to an "Annual Gross Salary" of ₹ 1,80,000. In addition, all trainee engineers who remain continuously employed with us for 12 months from their date of joining are also typically eligible to receive a one-time "Retention Bonus" of ₹ 20,000 which would make the "Annual CTC" to ₹ 2,00,000/- (Two Lakhs only) per annum.

Monthly Gross Salary	**₹ 15,000/-**
Basic	₹ 6000/-
HRA (House Rent Allowance)	₹ 2400/-
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Annual CTC	**₹ 2,00,000/-**

Other Perks and Benefits:

You will also be eligible to receive the following perks and benefits:

- **Medical Insurance Benefit** – You will be covered for medical benefits under the Tripod's Medical insurance benefit program for yourself. If you intend to get your spouse and/or family covered under this benefit program, you can opt to do so. If you decide to opt for this coverage under this program, you will be provided with information on coverage, premiums and co-pays in your "Employee Welcome Kit". You will also be provided with the appropriate enrollment forms at that time. Coverage under this program usually begins 30 days after commencement of employment with Tripod.
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Please indicate your acceptance of this offer by signing this letter below and return scan copy to our HR department personnel at hr_odc@tripodtech.net within 2 days from the receipt of the same.

I welcome you to the Tripod Family and look forward to a great working relationship.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Sincerely,

Viswamitra Chevendra,
Vice President, India Operations,
Tripod Software Solutions (P) Ltd
vchevendra@tripodtech.net

Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Offer of Employment

March 16, 2021

Dear V Srilaxmi,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Engineer.** You are one of the few that got selected into our prestigious program.

Trainee Engineer – Phases of Learning at Tripod:

Typically a Trainee Engineer like you who joins us goes through the following learning phases during the 1st year of employment:

- **Orientation Phase**: This will be during the first one week of your employment with Tripod and typically includes some boring but important activities like filling out HR paper work, reading and understanding HR Policies & Guidelines, some critical things like you getting assigned to a mentor(s) who will guide you through the learning process, and some exciting things like getting to know the details on technical and other training courses that you will be expected to go through in the next phases of learning.
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Ranga Reddy (Dist.)

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Upon completion of one year of employment employees typically go through a formal year-end performance review. Typically this process results in a job title change, a mutual determination of career path/track that is ideal for the employee to take, and more importantly a salary adjustment and goal settings for the 2nd year of employment.

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Please note that this offer of employment is contingent upon passing your final exams and clearing backlog, if any, from your prior years of study before the date of joining.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

Compensation:

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Please indicate your acceptance of this offer by signing this letter below and return scan copy to our HR department personnel at hr_odc@tripodtech.net within 2 days from the receipt of the same.

I welcome you to the Tripod Family and look forward to a great working relationship.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Sincerely,

Viswamitra Chevendra,
Vice President, India Operations,
Tripod Software Solutions (P) Ltd
vchevendra@tripodtech.net

Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Maha Electronics

Corporate Office:
Plot No. 6/3/639/640
2nd Floor
Golden Edifice
Khairatabad
Hyderabad - 500004

Letter of Intent

May 20, 2021

Dear **JAKKULA NARESH,**

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,23,000/- (One Lakh Twenty Three Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

The employee will be on "Probation" for the first 6 months of employment. Upon successful completion of the Probation period, you will be issued a "Letter of Employment Confirmation".

During the Probation period (until the Letter of Employment Confirmation is issued), if the management is not satisfied with the progress being made by the employee as identified in one or more of the formal periodic assessments mentioned above, We can end the employee's employment with a notice period in writing of 15 days. During the Probation period, the employee can also end the employment with us with the same 15 day notice period given in writing.
Once the Letter of Confirmation is issued by us, the mutual notice period for separation of employment will be3 months.
Terms of Separation are detailed in the "Letter of Appointment" that will be issued to you prior to your date of joining us.

Upon completion of one year of employment employees typically go through a formal year-end performance review. Typically this process results in a job title change, a mutual determination of career path/track that is ideal for the employee to take, and more importantly a salary adjustment and goal settings for the 2nd year of employment.

Your employment will commence in the month of July 2015. We will notify you of the exact date of joining by the end of June 2015 and will issue a "Letter of Appointment" fifteen days prior to your date of joining.

Please note that this offer of employment is contingent upon passing your final exams and clearing backlog, if any, from your prior years of study before the date of joining.

We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

For Maha Electronics

(G. Pavan Kishore)
Leader - IT & Infrastructure

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Corporate Office:
Plot No. 6/3/639/640
2nd Floor
Golden Edifice
Khairatabad
Hyderabad - 500004

Maha Electronics

Letter of Intent

May 20, 2021

Dear **MUSHAM DEEPIKA,**

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,23,000/- (One Lakh Twenty Three Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

For Maha Electronics

(G. Pavan Kishore)
Leader - IT & Infrastructure

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapily (V), Hayathnagar,
Ranga Reddy (Dist.)

Maha Electronics

Corporate Office:
Plot No. 6/3/639/640
2nd Floor
Golden Edifice
Khairatabad
Hyderabad - 500004

Letter of Intent

May 20, 2021

Dear **MAMIDALA NAGARAJU,**

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,23,000/- (One Lakh Twenty Three Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

For Maha Electronics

(G. Pavan Kishore)
Leader - IT & Infrastructure

PRINCIPAL
Avanthi Institute of Engineering & Techn
Gunthapally (V), Hayathnagar,
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Khairatabad
Hyderabad - 500004

Maha Electronics

Letter of Intent

May 20, 2021

Dear **MOOLA ABHISHEK,**

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,23,000/- (One Lakh Twenty Three Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

For Maha Electronics

(G. Pavan Kishore)
Leader - IT & Infrastructure

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapilly (V), Hayathnagar,
Ranga Reddy (Dist.)

Maha Electronics

Corporate Office:
Plot No. 6/3/639/640
2nd Floor
Golden Edifice
Khairatabad
Hyderabad - 500004

Letter of Intent

May 20, 2021

Dear **NANDIKONDA MEGHANA**,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,23,000/- (One Lakh Twenty Three Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

The employee will be on "Probation" for the first 6 months of employment. Upon successful completion of the Probation period, you will be issued a "Letter of Employment Confirmation".

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We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

For Maha Electronics

(G. Pavan Kishore)
Leader - IT & Infrastructure

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthaplly (V), Hayathnagar,
Ranga Reddy (Dist.)

Corporate Office:
Plot No. 6/3/639/640
2nd Floor
Golden Edifice
Khairatabad
Hyderabad - 500004

Maha Electronics

Letter of Intent

May 20, 2021

Dear **RAMAVATH VINOD NAIK,**

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,23,000/- (One Lakh Twenty Three Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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For Maha Electronics

(G. Pavan Kishore)
Leader - IT & Infrastructure

PRINCIPAL
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Corporate Office:
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Hyderabad - 500004

Maha Electronics

Letter of Intent

May 20, 2021

Dear **VADDEPALLY CHARAN SAGAR**,

Congratulations!

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May 20, 2021

Dear **VANGALA SPANDANA,**

Congratulations!

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Letter of Intent

May 20, 2021

Dear **DESHAM DIVYA GOUD,**

Congratulations!

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Letter of Intent

May 20, 2021

Dear **KOTLA HARSHAVARDHAN,**

Congratulations!

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Letter of Intent

May 20, 2021

Dear **RUDRARAM KEERTHI,**

Congratulations!

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May 20, 2021

Dear **JELLA VAMSHI KRISHNA**,

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May 20, 2021

Dear DHONDI AKHIL,

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Dear **CHERUKUPALLY RAJU**,

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May 20, 2021

Dear **KASAM AKHIL REDDY**,

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May 20, 2021

Dear **POLURI NAGA SAI HARISH,**

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Dear **GANGULA BHARATH CHANDRA,**

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Dear **RAYALA NUTHANA,**

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Dear **BANOTH PREMKUMAR,**

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Dear **DEVARAKONDA RAJITHA,**

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During the Probation period (until the Letter of Employment Confirmation is issued), if the management is not satisfied with the progress being made by the employee as identified in one or more of the formal periodic assessments mentioned above, We can end the employee's employment with a notice period in writing of 15 days. During the Probation period, the employee can also end the employment with us with the same 15 day notice period given in writing.
Once the Letter of Confirmation is issued by us, the mutual notice period for separation of employment will be3 months.
Terms of Separation are detailed in the "Letter of Appointment" that will be issued to you prior to your date of joining us.

Upon completion of one year of employment employees typically go through a formal year-end performance review. Typically this process results in a job title change, a mutual determination of career path/track that is ideal for the employee to take, and more importantly a salary adjustment and goal settings for the 2nd year of employment.

Your employment will commence in the month of July 2015. We will notify you of the exact date of joining by the end of June 2015 and will issue a "Letter of Appointment" fifteen days prior to your date of joining.

Please note that this offer of employment is contingent upon passing your final exams and clearing backlog, if any, from your prior years of study before the date of joining.

We wish you all the very best in your final exams and sincerely hope you graduate with flying colours.

For Maha Electronics

(G. Pavan Kishore)
Leader - IT & Infrastructure

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapily (V), Hayathnagar,
Ranga Reddy (Dist.)

Maha Electronics

Corporate Office:
Plot No. 6/3/639/640
2nd Floor
Golden Edifice
Khairatabad
Hyderabad - 500004

Letter of Intent

May 20, 2021

Dear **ERABATHULA JAGADHISHKUMAR,**

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,23,000/- (One Lakh Twenty Three Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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(G. Pavan Kishore)
Leader - IT & Infrastructure

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Maha Electronics

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2nd Floor
Golden Edifice
Khairatabad
Hyderabad - 500004

Letter of Intent

May 20, 2021

Dear **PAYYAVULA PAVANKUMAR,**

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,23,000/- (One Lakh Twenty Three Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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(G. Pavan Kishore)
Leader - IT & Infrastructure

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Maha Electronics

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2nd Floor
Golden Edifice
Khairatabad
Hyderabad - 500004

Letter of Intent

May 20, 2021

Dear **SATHYAMOLLA HARISH GOUD**,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,23,000/- (One Lakh Twenty Three Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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(G. Pavan Kishore)
Leader - IT & Infrastructure

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Ranga Reddy (Dist.)

Maha Electronics

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Golden Edifice
Khairatabad
Hyderabad - 500004

Letter of Intent

May 20, 2021

Dear METTU RAVI KUMAR,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,23,000/- (One Lakh Twenty Three Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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(G. Pavan Kishore)
Leader - IT & Infrastructure

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Maha Electronics

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2nd Floor
Golden Edifice
Khairatabad
Hyderabad - 500004

Letter of Intent

May 20, 2021

Dear **SOMU SAITEJA REDDY,**

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,23,000/- (One Lakh Twenty Three Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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For Maha Electronics

(G. Pavan Kishore)
Leader - IT & Infrastructure

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Gunthapilly (V), Hayathnagar,
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Corporate Office:
Plot No. 6/3/639/640
2nd Floor
Golden Edifice
Khairatabad
Hyderabad - 500004

Maha Electronics

Letter of Intent

May 20, 2021

Dear **BOYA SAI KUMAR,**

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,23,000/- (One Lakh Twenty Three Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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Hyderabad - 500004

Letter of Intent

May 20, 2021

Dear **SETTI PAVAN,**

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,23,000/- (One Lakh Twenty Three Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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(G. Pavan Kishore)
Leader - IT & Infrastructure

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Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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Date:19-MAY-2021

Dear KOKKULA VISHNU VARDHAN,

Hearty welcome to family of Xplore Information Technology Private Limited.

On the basis of particulars furnished in your bio-data of your application and the subsequent test and personal interview with us, we are pleased to inform you that you have been selected to be trained as a "SOFTWARE TRAINEE" in our organization subject to your acceptance to the "Terms and Conditions" furnished in the Annexure.

You will be a Trainee for a period not exceeding six months form the date of joining () and on successful and satisfactory completion of your training, you will be eligible, subject to your acceptance of your offer and subject to availability of regular vacancies, to be appointed to the position for which you have been trained. Your initial salary would be of Rs. 96000/- per annum. You will be in Monitor of your performance for three months by the Corporate Trainers.

Your date of birth as per our records is 21.06.2021

Yours Sincerely

For XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED

CHENNAI 600 017

HEAD – Human Resources & Management

Administrative Office : #39, Railway Station Road, Alandur, Chennai - 600 016.
Corporate Office : #8/23-B, Ground Floor, Dhandapani Street, T Nagar, Chennai - 600 017.
Phone : 86081 41133/44/55 E.Mail Id : hr@xploreinformationtechnology.com
Web Site : www.xploreinformationtechnology.com

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapily (V), Hayathnagar,
Ranga Reddy (Dist.)

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Date:19-MAY-2021

Dear ARRA ANOOP REDDY,

Hearty welcome to family of Xplore Information Technology Private Limited.

On the basis of particulars furnished in your bio-data of your application and the subsequent test and personal interview with us, we are pleased to inform you that you have been selected to be trained as a "SOFTWARE TRAINEE" in our organization subject to your acceptance to the "Terms and Conditions" furnished in the Annexure.

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Gunthaplly (V), Hayathnagar,
Ranga Reddy (Dist.)

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Date:19-MAY-2021

Dear CHAPPIDI SRIKANTH REDDY,

Hearty welcome to family of Xplore Information Technology Private Limited.

On the basis of particulars furnished in your bio-data of your application and the subsequent test and personal interview with us, we are pleased to inform you that you have been selected to be trained as a "SOFTWARE TRAINEE" in our organization subject to your acceptance to the "Terms and Conditions" furnished in the Annexure.

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Yours Sincerely

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Date:19-MAY-2021

Dear GANJI VAMSHI,

Hearty welcome to family of Xplore Information Technology Private Limited.

On the basis of particulars furnished in your bio-data of your application and the subsequent test and personal interview with us, we are pleased to inform you that you have been selected to be trained as a "SOFTWARE TRAINEE" in our organization subject to your acceptance to the "Terms and Conditions" furnished in the Annexure.

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Yours Sincerely

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HEAD – Human Resources & Management

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Ranga Reddy (Dist.)

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Date:19-MAY-2021

Dear VEMPARALA SRI HARSHA,

Hearty welcome to family of Xplore Information Technology Private Limited.

On the basis of particulars furnished in your bio-data of your application and the subsequent test and personal interview with us, we are pleased to inform you that you have been selected to be trained as a "SOFTWARE TRAINEE" in our organization subject to your acceptance to the "Terms and Conditions" furnished in the Annexure.

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Yours Sincerely

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Date:19-MAY-2021

Dear K SURESH,

Hearty welcome to family of Xplore Information Technology Private Limited.

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Date:19-MAY-2021

Dear GADU RAHUL,

Hearty welcome to family of Xplore Information Technology Private Limited.

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PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapily (V), Hayathnagar,
Ranga Reddy (Dist.)

YESPEAL TECHNOLOGIES PVTLTD

AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore- 560034
Website: www.yespealtechnologies.com || Email:hr@yespealtechnologies.com

Ref:YP2K21/01

22-Nov-2021

Dear Erugu Saikumar,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature Date:

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

YESPEAL TECHNOLOGIES PVTLTD

AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore-560034 Website: www.yespealtechnologies.com ||
Email:hr@yespealtechnologies.com

Annexure-A

1. **Date of Joining:**
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. **Place of Work:**
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. **Remuneration:**
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. **Work Conduct:**
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. **Training**
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. **Disclosure of Information:**
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. **Confidentiality:**
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

8. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

9. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

10. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been

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Email:hr@yespealtechnologies.com

12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
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16. Termination of Services:

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

17. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

18. Deductions:

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

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- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment..
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

20. Non – Competition:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Ref:YP2K21/01

22-Nov-2021

Dear **Kasani Srikanth,**

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature

Date:

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Annexure-A

1. **Date of Joining:**
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. **Place of Work:**
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
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- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

YESPEAL TECHNOLOGIES PVT LTD

AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore- 560034
Website: www.yespealtechnologies.com || Email:hr@yespealtechnologies.com

Ref:YP2K21/01

22-Nov-2022

Dear Amalla Varshitha Reddy,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature Date:

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Email:hr@yespealtechnologies.com

Annexure-A

1. **Date of Joining:**
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. **Place of Work:**
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. **Remuneration:**
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. **Work Conduct:**
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. **Training**
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. **Disclosure of Information:**
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. **Confidentiality:**
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

8. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

9. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

10. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

11. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
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Email:hr@yespealtechnologies.com

12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

14. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

15. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 2 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any

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heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.

16. Termination of Services:

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

17. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

18. Deductions:

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

19. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment..
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

20. Non – Competition:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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Email:hr@yespealtechnologies.com

21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Ref:YP2K21/01

22-Nov-2021

Dear Komuravelli Sri Laxmi,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature Date:

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Annexure-A

1. **Date of Joining:**
   - You are being appointed Associate Software Engineer in **Yespeal Technologies Private Limited**. with effect from Completion of the Final Year Semester

2. **Place of Work:**
   - Your initial posting will be at our **Bangalore** office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. **Remuneration:**
   - Your CTC will be **4.00.000 /- To 7.00.000/- Based on the Performance during Training Period**. In addition, you may be eligible for performance based incentive as per incentivescheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. **Work Conduct:**
   - During your employment with the Company, you shall devote your best efforts for promoting the **Yespeal Technologies Private Limited** (and of any other relevant affiliate and / or business associate of the **Yespeal Technologies Private Limited**) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. **Training**
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. **Disclosure of Information:**
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. **Confidentiality:**
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the **Yespeal Technologies Private Limited**) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

8. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
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9. Notice Period:

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- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of **1 month**, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

10. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
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12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

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- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
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- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any

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heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

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16. Termination of Services:

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

17. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

18. Deductions:

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

19. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment..
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

20. Non – Competition:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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Avanthi Institute of Engineering & Technology
Gunthapily (V), Hayathnagar,
Ranga Reddy (Dist.)

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Email:hr@yespealtechnologies.com

21. Other:

- **Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.**
- **Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).**
- **You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.**
- **The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.**

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Website: www.yespealtechnologies.com || Email:hr@yespealtechnologies.com

Ref:YP2K21/01

22-Nov-2021

Dear **Yedamakanti Naveen Kumar Reddy,**

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature **Date:**

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Annexure-A

1. **Date of Joining:**
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. **Place of Work:**
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. **Remuneration:**
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. **Work Conduct:**
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. **Training**
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. **Disclosure of Information:**
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. **Confidentiality:**
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

8. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

9. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

10. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

11. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
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Email:hr@yespealtechnologies.com

12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

14. Monitoring Policy:
- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

15. Notice Period:
- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 2 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any

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heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.

16. Termination of Services:

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

17. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

18. Deductions:

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

19. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment..
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

20. Non – Competition:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Ref:YP2K21/01

22-Nov-2021

Dear Veeramalla Akhil,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final Semester Exam. Yespeal is keen that there is a secure environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature

Date:

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Email:hr@yespealtechnologies.com

Annexure-A

1. **Date of Joining:**
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. **Place of Work:**
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. **Remuneration:**
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. **Work Conduct:**
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. **Training**
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. **Disclosure of Information:**
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. **Confidentiality:**
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

8. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

9. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

10. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

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12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

14. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

15. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 2 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any

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heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.

16. Termination of Services:

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

17. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

18. Deductions:

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

19. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment..
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

20. Non – Competition:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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Email:hr@yespealtechnologies.com

21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Ref:YP2K21/01

22-Nov-2021

Dear **Kota Sandeep**,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final Semester Exam. Yespeal is keen that there is a secure environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature

Date:

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Email:hr@yespealtechnologies.com

Annexure-A

1. **Date of Joining:**
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. **Place of Work:**
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. **Remuneration:**
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. **Work Conduct:**
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. **Training**
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. **Disclosure of Information:**
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. **Confidentiality:**
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

8. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

9. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

10. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

11. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
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Email:hr@yespealtechnologies.com

12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
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- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any

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16. Termination of Services:

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

17. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

18. Deductions:

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

19. Return of Company Property

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- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

20. Non – Competition:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Ref:YP2K21/01

22-Nov-2021

Dear **Kura Shiva Prasad,**

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final Semester Exam. Yespeal is keen that there is a secure environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature

Date:

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Email:hr@yespealtechnologies.com

Annexure-A

1. **Date of Joining:**
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. **Place of Work:**
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. **Remuneration:**
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. **Work Conduct:**
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. **Training**
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. **Disclosure of Information:**
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. **Confidentiality:**
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

8. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
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- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
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- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

10. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
- You shall not keep any copies of these items in any form whatsoever.
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Ranga Reddy (Dist.)

12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

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- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any

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16. Termination of Services:

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

17. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

18. Deductions:

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

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- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

20. Non – Competition:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore-560034 Website: www.yespealtechnologies.com ||
Email:hr@yespealtechnologies.com

21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Ref:YP2K21/01

22-Nov-2021

Dear **Potharajula Shankara Sheshanka Kireeti,**

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature

Date:

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Annexure-A

1. **Date of Joining:**
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. **Place of Work:**
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. **Remuneration:**
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. **Work Conduct:**
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. **Training**
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. **Disclosure of Information:**
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. **Confidentiality:**
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
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- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Ref:YP2K21/01

22-Nov-2021

Dear Guguloth Bindu,

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Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature Date:

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Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

YESPEAL TECHNOLOGIES PVT LTD

AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore-560034 Website: www.yespealtechnologies.com ||
Email:hr@yespealtechnologies.com

Annexure-A

1. **Date of Joining:**
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. **Place of Work:**
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. **Remuneration:**
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. **Work Conduct:**
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. **Training**
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. **Disclosure of Information:**
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. **Confidentiality:**
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

8. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

9. Notice Period:

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- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

10. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
- You shall not keep any copies of these items in any form whatsoever.
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12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
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- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any

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16. Termination of Services:

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

17. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

18. Deductions:

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

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- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

20. Non – Competition:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Ref:YP2K21/01

22-Nov-2021

Dear Vangara Sandeep,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature

Date:

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Annexure-A

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AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore-560034 Website: www.yespealtechnologies.com ||
Email:hr@yespealtechnologies.com

21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Reddy (Dist.)

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Website: www.yespealtechnologies.com || Email:hr@yespealtechnologies.com

Ref:YP2K21/01

22-Nov-2021

Dear Koyya Nandhini,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature Date:

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Aventhi Institute of Engineering & Technology
Gunthapily (V), Hayathnagar,
Ranga Reddy (Dist.)

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Email:hr@yespealtechnologies.com

Annexure-A

1. **Date of Joining:**
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. **Place of Work:**
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. **Remuneration:**
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. **Work Conduct:**
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. **Training**
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. **Disclosure of Information:**
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. **Confidentiality:**
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

8. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

9. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

10. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

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- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
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Email:hr@yespealtechnologies.com

12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

14. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

15. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 2 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any

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heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.

16. Termination of Services:

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

17. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

18. Deductions:

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

19. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment..
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

20. Non – Competition:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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21. Other:

- **Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.**
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- **The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.**

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Ref:YP2K21/01

22-Nov-2021

Dear Veesam Jeshwanth Kumar,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final Semester Exam. Yespeal is keen that there is a secure environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature Date:

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Annexure-A

1. **Date of Joining:**
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. **Place of Work:**
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. **Remuneration:**
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. **Work Conduct:**
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
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   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
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   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

8. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
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9. Notice Period:

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- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
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10. Return of Company Property

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12. Non – Competition:

In the event of your separation from Company for whatever reason:

- **For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.**
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- **Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).**
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- **During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.**
- **Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.**
- **Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 2 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).**
- **The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any**

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Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.

16. Termination of Services:

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

17. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

18. Deductions:

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

19. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment..
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

20. Non – Competition:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore-560034 Website: www.yespealtechnologies.com ||
Email:hr@yespealtechnologies.com

21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Website: www.yespealtechnologies.com || Email:hr@yespealtechnologies.com

Ref:YP2K21/01

22-Nov-2021

Dear Vadthyavath Chandrashekhar,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature

Date:

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Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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Annexure-A

1. **Date of Joining:**
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited, with effect from Completion of the Final Year Semester

2. **Place of Work:**
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. **Remuneration:**
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. **Work Conduct:**
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. **Training**
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. **Disclosure of Information:**
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. **Confidentiality:**
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

8. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

9. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

10. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

11. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
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Email:hr@yespealtechnologies.com

12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

14. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

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- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 2 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
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heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

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16. Termination of Services:

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

17. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

18. Deductions:

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

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- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment..
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

20. Non – Competition:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

KTree Computer Solutions India (P) Ltd.
(An ISO 9001:2008 Certified Company)
8-2-351/R/8, First Floor Road No 3, Banjara Hills,Hyderabad-500034, India
Ph : + 91 (40) 66747260 / 61, Fax : +91 (40) 66747262.
E-Mail : [illegible]
Website : [illegible]

Date: 06-05-2021

LETTER OF INTENT

To,

Dear Gollapally Saikumar,

With reference to your application, and subsequent interviews with us, we are pleased to inform you that you have been selected for the position of "Software Trainee " in our organization. Congratulations on your success.

Kindly treat this as letter of intent and a detailed appointment letter will be issued to you on the date of joining. This offer is subject to successful reference enquiries and credit checks as part of pre-joining formalities and submission of the following documents on the day of joining.

-2 Sets of Photocopies of Educational Certificates.

-2 Sets of Photocopies of Address Proof & Identity Proof.

-3 Passport size Photographs.

We are enthusiastic about your joining with KTree family and believe your contributions will be greatly appreciated by the company.

Warm Regards,

Kamala Devi
Human Resources
KTree Computer Solutions India Pvt. Ltd.

KTree Computer Solutions India (P) Ltd.
(An ISO 9001:2008 Certified Company)
8-2-351/R/8, First Floor Road No 3, Banjara Hills,Hyderabad-500034. India
Ph : + 91 (40) 66747260 / 61, Fax : +91 (40) 66747262.
E-Mail : info@ktree.com
Website : www.ktree.com

Date: 06-05-2021

LETTER OF INTENT

To,

Dear Vakiti Srikanth Reddy,

With reference to your application, and subsequent interviews with us, we are pleased to inform you that you have been selected for the position of "Software Trainee " in our organization. Congratulations on your success.

Kindly treat this as letter of intent and a detailed appointment letter will be issued to you on the date of joining. This offer is subject to successful reference enquiries and credit checks as part of pre-joining formalities and submission of the following documents on the day of joining.

-2 Sets of Photocopies of Educational Certificates.

-2 Sets of Photocopies of Address Proof & Identity Proof.

-3 Passport size Photographs.

We are enthusiastic about your joining with KTree family and believe your contributions will be greatly appreciated by the company.

Warm Regards,

Kamala Devi
Human Resources
KTree Computer Solutions India Pvt. Ltd.

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Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

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E-Mail : info@ktree.com
Website : www.ktree.com

Date: 06-05-2021

LETTER OF INTENT

To,

Dear Nakirekanti Sandeep,

With reference to your application, and subsequent interviews with us, we are pleased to inform you that you have been selected for the position of "Software Trainee " in our organization. Congratulations on your success.

Kindly treat this as letter of intent and a detailed appointment letter will be issued to you on the date of joining. This offer is subject to successful reference enquiries and credit checks as part of pre-joining formalities and submission of the following documents on the day of joining.

-2 Sets of Photocopies of Educational Certificates.

-2 Sets of Photocopies of Address Proof & Identity Proof.

-3 Passport size Photographs.

We are enthusiastic about your joining with KTree family and believe your contributions will be greatly appreciated by the company.

Warm Regards,

Kamala Devi
Human Resources
KTree Computer Solutions India Pvt. Ltd.

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E-Mail : info@ktree.com
Website : www.ktree.com

Date: 06-05-2021

LETTER OF INTENT

To,

Dear Maidam Shyalaja,

With reference to your application, and subsequent interviews with us, we are pleased to inform you that you have been selected for the position of "Software Trainee " in our organization. Congratulations on your success.

Kindly treat this as letter of intent and a detailed appointment letter will be issued to you on the date of joining. This offer is subject to successful reference enquiries and credit checks as part of pre-joining formalities and submission of the following documents on the day of joining.

-2 Sets of Photocopies of Educational Certificates.

-2 Sets of Photocopies of Address Proof & Identity Proof.

-3 Passport size Photographs.

We are enthusiastic about your joining with KTree family and believe your contributions will be greatly appreciated by the company.

Warm Regards,

Kamala Devi
Human Resources
KTree Computer Solutions India Pvt. Ltd.

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E-Mail : info@ktree.com
Website : www.ktree.com

Date: 06-05-2021

LETTER OF INTENT

To,

Dear Mudhireddy Praveen Reddy,

With reference to your application, and subsequent interviews with us, we are pleased to inform you that you have been selected for the position of "Software Trainee " in our organization. Congratulations on your success.

Kindly treat this as letter of intent and a detailed appointment letter will be issued to you on the date of joining. This offer is subject to successful reference enquiries and credit checks as part of pre-joining formalities and submission of the following documents on the day of joining.

-2 Sets of Photocopies of Educational Certificates.

-2 Sets of Photocopies of Address Proof & Identity Proof.

-3 Passport size Photographs.

We are enthusiastic about your joining with KTree family and believe your contributions will be greatly appreciated by the company.

Warm Regards,

Kamala Devi
Human Resources
KTree Computer Solutions India Pvt. Ltd.

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E-Mail : info@ktree.com
Website : www.ktree.com

Date: 06-05-2021

LETTER OF INTENT

To,

Dear Rechaveni Naveen,

With reference to your application, and subsequent interviews with us, we are pleased to inform you that you have been selected for the position of "Software Trainee " in our organization. Congratulations on your success.

Kindly treat this as letter of intent and a detailed appointment letter will be issued to you on the date of joining. This offer is subject to successful reference enquiries and credit checks as part of pre-joining formalities and submission of the following documents on the day of joining.

-2 Sets of Photocopies of Educational Certificates.

-2 Sets of Photocopies of Address Proof & Identity Proof.

-3 Passport size Photographs.

We are enthusiastic about your joining with KTree family and believe your contributions will be greatly appreciated by the company.

Warm Regards,

Kamala Devi
Human Resources
KTree Computer Solutions India Pvt. Ltd.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl), R.R.Dist.

KTree Computer Solutions India (P) Ltd.
(An ISO 9001:2008 Certified Company)
8-2-351/R/8, First Floor,Road No 3, Banjara Hills,Hyderabad-500034. India
Ph : + 91 (40) 66747260 / 61, Fax : +91 (40) 66747262.
E-Mail : [illegible]
Website : www.ktree.com

Date: 06-05-2021

LETTER OF INTENT

To,

Dear Chilaka Praveen Kumar,

With reference to your application, and subsequent interviews with us, we are pleased to inform you that you have been selected for the position of "Software Trainee " in our organization. Congratulations on your success.

Kindly treat this as letter of intent and a detailed appointment letter will be issued to you on the date of joining. This offer is subject to successful reference enquiries and credit checks as part of pre-joining formalities and submission of the following documents on the day of joining.

-2 Sets of Photocopies of Educational Certificates.

-2 Sets of Photocopies of Address Proof & Identity Proof.

-3 Passport size Photographs.

We are enthusiastic about your joining with KTree family and believe your contributions will be greatly appreciated by the company.

Warm Regards,

Kamala Devi
Human Resources
KTree Computer Solutions India Pvt. Ltd.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

KTree Computer Solutions India (P) Ltd.
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Ph : + 91 (40) 66747260 / 61, Fax : +91 (40) 66747262.
E-Mail : info@ktree.com
Website : www.ktree.com

Date: 06-05-2021

LETTER OF INTENT

To,

Dear Cheruku Prudhvi,

With reference to your application, and subsequent interviews with us, we are pleased to inform you that you have been selected for the position of "Software Trainee " in our organization. Congratulations on your success.

Kindly treat this as letter of intent and a detailed appointment letter will be issued to you on the date of joining. This offer is subject to successful reference enquiries and credit checks as part of pre-joining formalities and submission of the following documents on the day of joining.

-2 Sets of Photocopies of Educational Certificates.

-2 Sets of Photocopies of Address Proof & Identity Proof.

-3 Passport size Photographs.

We are enthusiastic about your joining with KTree family and believe your contributions will be greatly appreciated by the company.

Warm Regards,

Kamala Devi
Human Resources
KTree Computer Solutions India Pvt. Ltd.

Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

KTree Computer Solutions India (P) Ltd.
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Ph : + 91 (40) 66747260 / 61, Fax : +91 (40) 66747262.
E-Mail : info@ktree.com
Website : www.ktree.com

Date: 06-05-2021

LETTER OF INTENT

To,

Dear Arkatala Bhargav Sai,

With reference to your application, and subsequent interviews with us, we are pleased to inform you that you have been selected for the position of "Software Trainee " in our organization. Congratulations on your success.

Kindly treat this as letter of intent and a detailed appointment letter will be issued to you on the date of joining. This offer is subject to successful reference enquiries and credit checks as part of pre-joining formalities and submission of the following documents on the day of joining.

-2 Sets of Photocopies of Educational Certificates.

-2 Sets of Photocopies of Address Proof & Identity Proof.

-3 Passport size Photographs.

We are enthusiastic about your joining with KTree family and believe your contributions will be greatly appreciated by the company.

Warm Regards,

Kamala Devi
Human Resources
KTree Computer Solutions India Pvt. Ltd.

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

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

02-June- 2021

Mr/Ms. M Abhishek,

Sub: Offer of Intern

Dear M Abhishek,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. The Position & Place

Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
Technologies Pvt Ltd.

2. Compensation

In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. Training Period

The duration of the internship will be from 1st August 2021 to 1st November 2021. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. Background Verification Check

This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

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

5. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

6. Travel

The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements.Your travel expenses will be covered as per company policies.

7. Posting

During your training period, you are liable to be transferred or assigned to training in any division/department/establishment or location at which Fixity or its associate companies have their offices or operation and whether at present existing or which maybe set up in future at any time and any place in India, without any increase in stipend.

8. Obligations and Responsibilities

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

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

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

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

9. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

10. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days asmay be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

11. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.

The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

12. Caution

If the trainee without prior permission makes any bold allegations, against the company the company will initiate defamation cases and appropriate legal proceedings against the trainee and the consultant person.

13. Agreement and Acknowledgements

This offer is contingent upon your signing and returning this offer letter and completing all new employee orientation requirements. You acknowledge that the terms in this letter accurately and completely describe your employment with and supersede any other oral orwritten agreements or promises made to you. You also acknowledge that all information contained in this offer and related offer documents are strictly confidential as permitted bylaw. If the terms of this offer are acceptable to you, please initial each page, sign your name below and return the original signed and dated document to the HR Department.

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

This offer will remain open until, 1st July 2022. If you have any questions, please feel free to contact us.

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **M Abhishek**, have read and understood the terms and conditions governing my services/ employment with the company.

Signature_____

Date _____

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

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

ANNEXURE I

Mr/Ms. M Abhishek,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month. **After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

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

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

02-June- 2021

Mr/Ms. Ananthula Manaswini,

Sub: Offer of Intern

Dear Ananthula Manaswini,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. The Position & Place

Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
Technologies Pvt Ltd.

2. Compensation

In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. Training Period

The duration of the internship will be from 1st August 2021 to 1st November 2021. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. Background Verification Check

This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

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

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CIN: U72900TG2020PTC147265

Info@fixitytech.com 040-40148862

5. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

6. Travel

The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements.Your travel expenses will be covered as per company policies.

7. Posting

During your training period, you are liable to be transferred or assigned to training in any division/department/establishment or location at which Fixity or its associate companies have their offices or operation and whether at present existing or which maybe set up in future at any time and any place in India, without any increase in stipend.

8. Obligations and Responsibilities

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

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

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

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

9. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

10. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days asmay be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

11. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.

The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

12. Caution

If the trainee without prior permission makes any bold allegations, against the company the company will initiate defamation cases and appropriate legal proceedings against the trainee and the consultant person.

13. Agreement and Acknowledgements

This offer is contingent upon your signing and returning this offer letter and completing all new employee orientation requirements. You acknowledge that the terms in this letter accurately and completely describe your employment with and supersede any other oral orwritten agreements or promises made to you. You also acknowledge that all information contained in this offer and related offer documents are strictly confidential as permitted bylaw. If the terms of this offer are acceptable to you, please initial each page, sign your name below and return the original signed and dated document to the HR Department.

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

This offer will remain open until, 1st July 2022. If you have any questions, please feel free to contact us.

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **Ananthula Manaswini**, have read and understood the terms and conditions governing my services/employment with the company.

Signature_____

Date _____

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

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

ANNEXURE I

Mr/Ms. Ananthula Manaswini,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month. **After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

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

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com 040-40148862

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

02-June- 2021

Mr/Ms. D S Chandana,

Sub: Offer of Intern

Dear D S Chandana,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. The Position & Place

Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
Technologies Pvt Ltd.

2. Compensation

In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. Training Period

The duration of the internship will be from 1st August 2021 to 1st November 2021. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. Background Verification Check

This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

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CIN: U72900TG2020PTC147265

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5. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

6. Travel

The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements.Your travel expenses will be covered as per company policies.

7. Posting

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8. Obligations and Responsibilities

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

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

9. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

10. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days asmay be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

11. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.

The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

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If the trainee without prior permission makes any bold allegations, against the company the company will initiate defamation cases and appropriate legal proceedings against the trainee and the consultant person.

13. Agreement and Acknowledgements

This offer is contingent upon your signing and returning this offer letter and completing all new employee orientation requirements. You acknowledge that the terms in this letter accurately and completely describe your employment with and supersede any other oral orwritten agreements or promises made to you. You also acknowledge that all information contained in this offer and related offer documents are strictly confidential as permitted bylaw. If the terms of this offer are acceptable to you, please initial each page, sign your name below and return the original signed and dated document to the HR Department.

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

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

This offer will remain open until, 1st July 2022. If you have any questions, please feel free to contact us.

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **D S Chandana**, have read and understood the terms and conditions governing my services/ employment with the company.

Signature_____

Date _____

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

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

ANNEXURE I

Mr/Ms. D S Chandana,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month. **After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

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

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Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

02-June- 2021

Mr/Ms. Indraganti Akhil

Krishna,

Sub: Offer of Intern

Dear Indraganti Akhil Krishna,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. The Position & Place

Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
Technologies Pvt Ltd.

2. Compensation

In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. Training Period

The duration of the internship will be from 1st August 2021 to 1st November 2021. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. Background Verification Check

This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

PRINCIPAL
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CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

5. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

6. Travel

The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements.Your travel expenses will be covered as per company policies.

7. Posting

During your training period, you are liable to be transferred or assigned to training in any division/department/establishment or location at which Fixity or its associate companies have their offices or operation and whether at present existing or which maybe set up in future at any time and any place in India, without any increase in stipend.

8. Obligations and Responsibilities

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

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

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), Rr Dist.

9. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

10. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days asmay be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

11. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.

The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

12. Caution

If the trainee without prior permission makes any bold allegations, against the company the company will initiate defamation cases and appropriate legal proceedings against the trainee and the consultant person.

13. Agreement and Acknowledgements

This offer is contingent upon your signing and returning this offer letter and completing all new employee orientation requirements. You acknowledge that the terms in this letter accurately and completely describe your employment with and supersede any other oral orwritten agreements or promises made to you. You also acknowledge that all information contained in this offer and related offer documents are strictly confidential as permitted bylaw. If the terms of this offer are acceptable to you, please initial each page, sign your name below and return the original signed and dated document to the HR Department.

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

This offer will remain open until, 1st July 2022. If you have any questions, please feel free to contact us.

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **Indraganti Akhil Krishna**, have read and understood the terms and conditions governing my services/employment with the company.

Signature_____

Date _____

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

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

ANNEXURE I

Mr/Ms. Indraganti Akhil Krishna,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month. **After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

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

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

02-June- 2021

Mr/Ms. Kiran Reddy G,

Sub: Offer of Intern

Dear Kiran Reddy G,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. The Position & Place

Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
Technologies Pvt Ltd.

2. Compensation

In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. Training Period

The duration of the internship will be from 1st August 2021 to 1st November 2021. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. Background Verification Check

This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

PRINCIPAL
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Cunthapally (V), Abdullapurmet (Mdl), R. Dist.

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CIN: U72900TG2020PTC147265
Info@fixitytech.com, 040-40148862

5. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

6. Travel

The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements.Your travel expenses will be covered as per company policies.

7. Posting

During your training period, you are liable to be transferred or assigned to training in any division/department/establishment or location at which Fixity or its associate companies have their offices or operation and whether at present existing or which maybe set up in future at any time and any place in India, without any increase in stipend.

8. Obligations and Responsibilities

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

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

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

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

9. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

10. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days asmay be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

11. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.

The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

12. Caution

If the trainee without prior permission makes any bold allegations, against the company the company will initiate defamation cases and appropriate legal proceedings against the trainee and the consultant person.

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

This offer will remain open until, 1st July 2022. If you have any questions, please feel free to contact us.

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **Kiran Reddy G**, have read and understood the terms and conditions governing my services/ employment with the company.

Signature_____

Date _____

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

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

ANNEXURE I

Mr/Ms. Kiran Reddy G,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month. **After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

02-June- 2021

Mr/Ms. Mohammed Abdul

Faisal,

Sub: Offer of Intern

Dear Mohammed Abdul Faisal,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. The Position & Place

Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
Technologies Pvt Ltd.

2. Compensation

In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. Training Period

The duration of the internship will be from 1st August 2021 to 1st November 2021. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. Background Verification Check

This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

PRINCIPAL
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Cunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

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Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265
Info@fixitytech.com, 040-40148862

5. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

6. Travel

The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements.Your travel expenses will be covered as per company policies.

7. Posting

During your training period, you are liable to be transferred or assigned to training in any division/department/establishment or location at which Fixity or its associate companies have their offices or operation and whether at present existing or which maybe set up in future at any time and any place in India, without any increase in stipend.

8. Obligations and Responsibilities

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

9. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

10. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days asmay be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

11. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.

The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

12. Caution

If the trainee without prior permission makes any bold allegations, against the company the company will initiate defamation cases and appropriate legal proceedings against the trainee and the consultant person.

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This offer is contingent upon your signing and returning this offer letter and completing all new employee orientation requirements. You acknowledge that the terms in this letter accurately and completely describe your employment with and supersede any other oral orwritten agreements or promises made to you. You also acknowledge that all information contained in this offer and related offer documents are strictly confidential as permitted bylaw. If the terms of this offer are acceptable to you, please initial each page, sign your name below and return the original signed and dated document to the HR Department.

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

This offer will remain open until, 1st July 2022. If you have any questions, please feel free to contact us.

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **Mohammed Abdul Faisal**, have read and understood the terms and conditions governing my services/employment with the company.

Signature_____

Date _____

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

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

ANNEXURE I

Mr/Ms. Mohammed Abdul Faisal,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month. **After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

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

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CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

02-June- 2021

Mr/Ms. Sajjan Lavan Kumar,

Sub: Offer of Intern

Dear Sajjan Lavan Kumar,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. The Position & Place

Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
Technologies Pvt Ltd.

2. Compensation

In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. Training Period

The duration of the internship will be from 1st August 2021 to 1st November 2021. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. Background Verification Check

This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
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5. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

6. Travel

The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements.Your travel expenses will be covered as per company policies.

7. Posting

During your training period, you are liable to be transferred or assigned to training in any division/department/establishment or location at which Fixity or its associate companies have their offices or operation and whether at present existing or which maybe set up in future at any time and any place in India, without any increase in stipend.

8. Obligations and Responsibilities

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

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Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

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9. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

10. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days asmay be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

11. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.

The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

12. Caution

If the trainee without prior permission makes any bold allegations, against the company the company will initiate defamation cases and appropriate legal proceedings against the trainee and the consultant person.

13. Agreement and Acknowledgements

This offer is contingent upon your signing and returning this offer letter and completing all new employee orientation requirements. You acknowledge that the terms in this letter accurately and completely describe your employment with and supersede any other oral orwritten agreements or promises made to you. You also acknowledge that all information contained in this offer and related offer documents are strictly confidential as permitted bylaw. If the terms of this offer are acceptable to you, please initial each page, sign your name below and return the original signed and dated document to the HR Department.

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This offer will remain open until, 1st July 2022. If you have any questions, please feel free to contact us.

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **Sajjan Lavan Kumar**, have read and understood the terms and conditions governing my services/employment with the company.

Signature_____

Date _____

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

ANNEXURE I

Mr/Ms. Sajjan Lavan Kumar,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month. **After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

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Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

02-June- 2021

Mr/Ms. Siddagoni Rohini,

Sub: Offer of Intern

Dear Siddagoni Rohini,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. The Position & Place

Your job title will be **"Trainee Software Developer"**, you will be a member of our Fixity
Technologies Pvt Ltd.

2. Compensation

In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. Training Period

The duration of the internship will be from 1st August 2021 to 1st November 2021. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. Background Verification Check

This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

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5. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

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The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements.Your travel expenses will be covered as per company policies.

7. Posting

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8. Obligations and Responsibilities

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

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Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

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After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

11. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.

The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

12. Caution

If the trainee without prior permission makes any bold allegations, against the company the company will initiate defamation cases and appropriate legal proceedings against the trainee and the consultant person.

13. Agreement and Acknowledgements

This offer is contingent upon your signing and returning this offer letter and completing all new employee orientation requirements. You acknowledge that the terms in this letter accurately and completely describe your employment with and supersede any other oral orwritten agreements or promises made to you. You also acknowledge that all information contained in this offer and related offer documents are strictly confidential as permitted bylaw. If the terms of this offer are acceptable to you, please initial each page, sign your name below and return the original signed and dated document to the HR Department.

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This offer will remain open until, 1st July 2022. If you have any questions, please feel free to contact us.

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **Siddagoni Rohini**, have read and understood the terms and conditions governing my services/employment with the company.

Signature_____

Date _____

PRINCIPAL
Avanthi Institute of Engg. & Tech
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Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

ANNEXURE I

Mr/Ms. Siddagoni Rohini,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month. **After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

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Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

02-June- 2021

Mr/Ms. Tudukurthy Haritha,

Sub: Offer of Intern

Dear Tudukurthy Haritha,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. The Position & Place

Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
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FIXITY TECHNOLOGIES PRIVATE LIMITED

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We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **Tudukurthy Haritha**, have read and understood the terms and conditions governing my services/employment with the company.

Signature_____

Date _____

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Avanthi Institute of Engg. & Tech
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ANNEXURE I

Mr/Ms. Tudukurthy Haritha,

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Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

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Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

02- March-2021 JAIDI
Burma Susheela
Avanthi Institute of Engineering and Technology

Dear Burma Susheela ,

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. 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.AnyretentionBonusifapplicablewillbedetailedinyourletterofemploymentandwillbesubject to the terms and conditions of your letter ofemployment.

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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 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.

Confidential

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

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:
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    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:
Urmimala Sarkar
DD4D480B41314B9...

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

Confidential

PRINCIPAL
Avanthi Institute of Engineering & Technology
Cherlapally (V), Hayathnagar,
Ranga Reddy (Dist.)

NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

02- March-2021 JAIDI
K Girish
Avanthi Institute of Engineering and Technology

Dear K Girish,

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. 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:

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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.

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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.

Confidential

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

NTT DATA Global Delivery Services Private Limited
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Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

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:
Urmimala Sarkar
DD4D480B41314B9...

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

Confidential

PRINCIPAL
Aurora's Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

NTT DATA Global Delivery Services Private Limited
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Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

02- March-2021 JAIDI
Maktha Reshma
Avanthi Institute of Engineering and Technology

Dear Maktha Reshma,

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. 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:

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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)

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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.AnyretentionBonusifapplicablewillbedetailedinyourletterofemploymentandwillbesubject to the terms and conditions of your letter ofemployment.

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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 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.

Confidential

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

NTT DATA Global Delivery Services Private Limited
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Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

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:
Urmimala Sarkar
DD4D480B41314B9...

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

Confidential

NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

02- March-2021 JAIDI
P Anand
Avanthi Institute of Engineering and Technology

Dear P Anand

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.

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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.

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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.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Confidential

NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

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 NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

DocuSigned by:
Urmimala Sarkar
DD4D480B41314B9...

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

Confidential

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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NTT DATA Services

02- March-2021 JAIDI
P Lakshman Kumar
Avanthi Institute of Engineering and Technology

Dear Pupala Lakshman 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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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.AnyretentionBonusifapplicablewillbedetailedinyourletterofemploymentandwillbesubject to the terms and conditions of your letter ofemployment.

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Confidential

Principal
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

NTT DATA Global Delivery Services Private Limited
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Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

Annexure A

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Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

DocuSigned by:
Urmimala Sarkar
DD4D480B41314B9...

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

Confidential

PRINCIPAL
Gurunanak Institute of Engineering & Technology
Gurunanak Nagar, (V), Hayathnagar,
Ranga Reddy (Dist.)

NTT DATA Global Delivery Services Private Limited
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Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

02- March-2021 JAIDI
Sravanthi
Avanthi Institute of Engineering and Technology

Dear Sravanthi,

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 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.AnyretentionBonusifapplicablewillbedetailedinyourletterofemploymentandwillbesubject 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.

Confidential

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

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:
Urmimala Sarkar
DD4D480B41314B9...

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

Confidential

...Institute of Engineering & Technology
...Nagar (V), Hayathnagar,
Ranga Reddy (Dist.)

QUEST
BORN TO ENGINEER

Letter of Intent

Date of Issue: 24th December 2021

Dear Bakkathatla Kiran Mahesh,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das

Neha Das
Deputy Manager - University Relations

Candidate Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntihapally (V), Abdullapurmet (Mdl), R.R.Dist.

QUEST
BORN TO ENGINEER

***Disclaimer:** The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.*

Annexure - I
Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

QUEST

BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

Declaration: All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

QuEST
BORN TO ENGINEER

Letter of Intent

Date of Issue: 24th December 2021

Dear Bommarathi Nagaraju,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey asworld's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salarypayments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Dateof Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das

Neha Das
Deputy Manager - University Relations

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

Candidate Signature: _____

QUEST
BORN TO ENGINEER

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Annexure - I
Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service withQuEST.

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

QUEST
BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as peryour current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes madeto the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officerof the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

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

QUEST
BORN TO ENGINEER

Letter of Intent

Date of Issue: 24th December 2021

Dear Devi Reddy Pooja,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das

Neha Das
Deputy Manager - University Relations

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Candidate Signature

QUEST
BORN TO ENGINEER

***Disclaimer:** The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.*

Annexure - I
Compensation & Benefit Details

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(E) Food Coupon	-	-
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(G) Other Allowance*	3,155	37,860
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Retirement Benefits		
(I) PF	1,800	21,600
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(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
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(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gantheguda (V), Anakapalli (M), A.R.Dist

QUEST
BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000**
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Cherlapally (V), Ghatkesar (Mdl), R.R.Dist.

QUEST
BORN TO ENGINEER

Letter of Intent

Date of Issue: 24th December 2021

Dear Guduru Vikram Reddy,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das

Neha Das
Deputy Manager - University Relations

Candidate Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl), R.R Dist.

QUEST
BORN TO ENGINEER

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Compensation & Benefit Details

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(D) Leave Travel Allowance (LTA)	-	-
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(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
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A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntipapally (V), Ghatkesar (Mdl), R.R.Dist

QUEST

BORN TO ENGINEER

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

QUEST
BORN TO ENGINEER

Letter of Intent

Date of Issue: 24th December 2021

Dear Martha Praneeth,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
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- **Probation Period:** 6 months from the date of joining
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You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

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We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das

Neha Das
Deputy Manager - University Relations

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Candidate Signature

QUEST
BORN TO ENGINEER

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Compensation & Benefit Details

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Cherlapally (V), Ghatkesar (M), R.R.Dist

QUEST
BORN TO ENGINEER

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PRINCIPAL
Avanthi Institute of Engg. & Tech

QUEST
BORN TO ENGINEER

Letter of Intent

Date of Issue: 24th December 2021

Dear Mittapally Sai Ram,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
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- Background Verification Check.
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We eagerly look forward to welcome you at QuEST.

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For QuEST Global Engineering Services Private Limited

Neha Das

Neha Das
Deputy Manager - University Relations

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntlhapally (V), Abdullapurmet (Mdl) R.R.Dist

Candidate Signature: _____

QUEST
BORN TO ENGINEER

*Disclaimer: ***The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.***

Annexure - I
Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntinapally (V), Abdullapurmet (Mdl) R.R.Dist

QUEST

BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Cheeryala (V), Abdullapurmet (Mdl), R.R.Dist

QUEST
BORN TO ENGINEER

Letter of Intent

Date of Issue: 24th December 2021

Dear Nallabelli Prashanth,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das

Neha Das
Deputy Manager - University Relations

Candidate Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

QUEST
BORN TO ENGINEER

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Annexure - I
Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
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(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
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(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

QUEST
BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

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

QUEST
BORN TO ENGINEER

Letter of Intent

Date of Issue: 24th December 2021

Dear Pasham Pranay,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

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We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das

Neha Das
Deputy Manager - University Relations

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

Candidate Signature

QUEST
BORN TO ENGINEER

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Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
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(G) Other Allowance*	3,155	37,860
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(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
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(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), [illegible] (Mdl) R.R.Dist

QUEST
BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

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- Group Term Life Insurance cover of INR **1500000**
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

QUEST
BORN TO ENGINEER

Letter of Intent

Date of Issue: 24th December 2021

Dear Pulluri Pradesh,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

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We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das

Neha Das
Deputy Manager - University Relations

Candidate Signature: _____

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

QUEST
BORN TO ENGINEER

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Annexure - I
Compensation & Benefit Details

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(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntinapally (V), Abdullapurmet (Mdl), R.R.Dist

QUEST

BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihaally (V), Abdullapurmet (Mdl) R.R.Dist

QUEST
BORN TO ENGINEER

Letter of Intent

Date of Issue: 24th December 2021

Dear Raikindi Sai Kumar,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

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We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das

Neha Das
Deputy Manager - University Relations

Candidate Signature: PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

QUEST
BORN TO ENGINEER

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Compensation & Benefit Details

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(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
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(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
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(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
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(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cuntihapally (V), Abdullapurmet (Mdl) R.R.Dist

QUEST
BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

QUEST
BORN TO ENGINEER

Letter of Intent

Date of Issue: 24th December 2021

Dear Sajjanapu Praveen Kumar,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
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We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Neha Das

Neha Das
Deputy Manager - University Relations

Candidate Signature: _____

QUEST
BORN TO ENGINEER

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntipally (V), Abdullapurmet (Mdl) R.R.Dist

QUEST

BORN TO ENGINEER

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

QUEST
BORN TO ENGINEER

Letter of Intent

Date of Issue: 24th December 2021

Dear Suthrala Sushith Kumar,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
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For QuEST Global Engineering Services Private Limited

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

Neha Das

Neha Das
Deputy Manager - University Relations

Candidate Signature: _____

QUEST
BORN TO ENGINEER

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(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cuntlapally (V), Abdullapurmet (Mdl) R.R.Dist

QUEST
BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

Declaration: All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice.

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

QUEST
BORN TO ENGINEER

Letter of Intent

Date of Issue: 24th December 2021

Dear Syed Abdul Rahman Hadi,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das

Neha Das
Deputy Manager - University Relations

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntipally (V), Abdullapurmet (Mdl) R.R.Dist

Candidate Signature: _____

QUEST
BORN TO ENGINEER

*Disclaimer: ***The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.***

Annexure - I
Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

QUEST

BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

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PRINCIPAL
Ayanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

QUEST
BORN TO ENGINEER

Letter of Intent

Date of Issue: 24th December 2021

Dear Vankudothu Shankar,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das

Neha Das
Deputy Manager - University Relations

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Candidate Signature

QUEST
BORN TO ENGINEER

***Disclaimer:** The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.*

Annexure - I
Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntupally (V), Ghatkapurmet (Mdl), N.R.Dist

QUEST
BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

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

QUEST
BORN TO ENGINEER

Letter of Intent

Date of Issue: 24th December 2021

Dear Venna Gopal Reddy,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das

Neha Das
Deputy Manager - University Relations

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Candidate Signature: _____

QUEST
BORN TO ENGINEER

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Annexure - I
Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

PRINCIPAL
Ayanthi Institute of Engg. & Tech
Guntupapally (V), Abdullapurmet (Mdl) R.R.D

QuEST Global Engineering Services Private Limited

Reg. off. Address: AEQUS Special Economic Zone, No.437/A, Plot No.2, Nalabaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN: U74900KA2014PTC076219

Communicationaddress: Embassy Tech Village, Building 7B, Primrose, Outer ring Road, Devarabeesanahalli, Varthur Hobli, Bangalore East Taluk, Bangalore - 560103
Ph: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com
www.quest-global.com

QUEST

BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000**
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R.Dist

QUEST
BORN TO ENGINEER

Letter of Intent

Date of Issue: 24th December 2021

Dear Vishwanatham Shireesha,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited

Neha Das

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntimadugu (V), Abdullapurmet (Mdl) R.R.Dist

Neha Das
Deputy Manager - University Relations

Candidate Signature: _____

QUEST
BORN TO ENGINEER

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Annexure - I
Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
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(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
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Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Kothapally (V), Abdullapurmet (Mdl), R.R.Dist.

QUEST

BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntinapally (V), Abdullapurmet (Mdl), R.R.Dist

GLOBUSSOFT
TECHNOLOGY AHEAD OF TIME

Bhilai Office:
CHPL Dream Home Apartments, Near Dena Bank, Apollo Hospital Road Junwani, Bhilai, Chhattisgarh - 490020

Bengaluru Office:
3rd Floor, TV Complex, 100 Feet Road, 6th Block, Koramangala, Bengaluru, Karnataka - 560095

Contact Bhilai:
+91-788-4083007/8

Contact Bengaluru:
+91-80-41660003
+91-81023521023

www.globussoft.com

GLB/2021/015 **02/06/2021**

Ref. No..... Date.....

Offer Letter for Employment

To,
Badugu Pavan Kumar,
Avanthi Institute of Engineering & Technology

Sub: Offer Letter for Employment

Dear Badugu Pavan Kumar,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

You will be paid Annual CTC of **INR 1,80,000/- per annum.**

Your offer has been made based on information furnished by you verbally or in written. 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 disqualify the employment.

You will be on an evaluation period of one month during which your performance shall be evaluated and in case it is found unsatisfactory the organization reserves every right to terminate your services with immediate effect or rescale the compensation package that is offered to you. Your continued employment at Globussoft is dependent on your successful completion of the probationary period which is six months including the evaluation period. There will be one year agreement with the company. In order to confirm the employment offer you are requested to sign a Service Level Agreement within one week of joining.

Please do not hesitate to discuss the company policies and other concerns with the HR before accepting the offer.

Yours truly,
For Globussoft

Shyamal Ghosh
Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

GLOBUSSOFT
TECHNOLOGY AHEAD OF TIME

Bhilai Office:
CHPL Dream Home Apartments, Near Dena Bank, Apollo Hospital Road Junwani, Bhilai, Chhattisgarh - 490020

Bengaluru Office:
3rd Floor, TV Complex, 100 Feet Road, 6th Block, Koramangala, Bengaluru, Karnataka - 560095

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Contact Bengaluru:
+91-80-41660003
+91-81023521023

www.globussoft.com

GLB/2021/015 Ref. No.....

02/06/2021 Date.....

Offer Letter for Employment

To,
Baithi Nagarani,
,
Avanthi Institute of Engineering & Technology

Sub: Offer Letter for Employment

Dear Baithi Nagarani,
,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

You will be paid Annual CTC of **INR 1, 80,000/- per annum.**

Your offer has been made based on information furnished by you verbally or in written. 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 disqualify the employment.

You will be on an evaluation period of one month during which your performance shall be evaluated and in case it is found unsatisfactory the organization reserves every right to terminate your services with immediate effect or rescale the compensation package that is offered to you. Your continued employment at Globussoft is dependent on your successful completion of the probationary period which is six months including the evaluation period. There will be one year agreement with the company. In order to confirm the employment offer you are requested to sign a Service Level Agreement within one week of joining.

Please do not hesitate to discuss the company policies and other concerns with the HR before accepting the offer.

Yours truly,
For Globussoft

Shyamal Ghosh
Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

GLOBUSSOFT
TECHNOLOGY AHEAD OF TIME

Bhilai Office:
CHPL Dream Home Apartments, Near Dena Bank, Apollo Hospital Road Junwani, Bhilai, Chhattisgarh - 490020

Bengaluru Office:
3rd Floor, TV Complex, 100 Feet Road, 6th Block, Koramangala, Bengaluru, Karnataka - 560095

Contact Bhilai:
+91-788-4083007/8

Contact Bengaluru:
+91-80-41660003
+91-81023521023

www.globussoft.com

GLB/2021/030 Ref. No.....

02/06/2021 Date.....

Offer Letter for Employment

To,
Gardas Ramu,
Avanthi Institute of Engineering & Technology

Sub: Offer Letter for Employment

Dear Gardas Ramu,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

You will be paid Annual CTC of **INR 1, 80,000/- per annum.**

Your offer has been made based on information furnished by you verbally or in written. 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 disqualify the employment.

You will be on an evaluation period of one month during which your performance shall be evaluated and in case it is found unsatisfactory the organization reserves every right to terminate your services with immediate effect or rescale the compensation package that is offered to you. Your continued employment at Globussoft is dependent on your successful completion of the probationary period which is six months including the evaluation period. There will be one year agreement with the company. In order to confirm the employment offer you are requested to sign a Service Level Agreement within one week of joining.

Please do not hesitate to discuss the company policies and other concerns with the HR before accepting the offer.

Yours truly,
For Globussoft

Shyamal Ghosh
Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist.

GLOBUSSOFT
TECHNOLOGY AHEAD OF TIME

Bhilai Office:
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+91-81023521023

www.globussoft.com

GLB/2021/029 **02/06/2021**

Ref. No..... Date.....

Offer Letter for Employment

To,
Gunda Himakar Raju,
Avanthi Institute of Engineering & Technology

Sub: Offer Letter for Employment

Dear Gunda Himakar Raju,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

You will be paid Annual CTC of **INR 1,80,000/- per annum.**

Your offer has been made based on information furnished by you verbally or in written. 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 disqualify the employment.

You will be on an evaluation period of one month during which your performance shall be evaluated and in case it is found unsatisfactory the organization reserves every right to terminate your services with immediate effect or rescale the compensation package that is offered to you. Your continued employment at Globussoft is dependent on your successful completion of the probationary period which is six months including the evaluation period. There will be one year agreement with the company. In order to confirm the employment offer you are requested to sign a Service Level Agreement within one week of joining.

Please do not hesitate to discuss the company policies and other concerns with the HR before accepting the offer.

Yours truly,
For Globussoft

Shyamal Ghosh
Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl), R.R.Dist.

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Bhilai Office:
CHPL Dream Home Apartments, Near Dena Bank, Apollo Hospital Road Junwani, Bhilai, Chhattisgarh - 490020

Bengaluru Office:
3rd Floor, TV Complex, 100 Feet Road, 6th Block, Koramangala, Bengaluru, Karnataka - 560095

Contact Bhilai:
+91-788-4083007/8

Contact Bengaluru:
+91-80-41660003
+91-81023521023

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GLB/2021/026 **02/06/2021**

Ref. No..... Date.....

Offer Letter for Employment

To,
Janapati Sandeep,
Avanthi Institute of Engineering & Technology

Sub: Offer Letter for Employment

Dear Janapati Sandeep,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

You will be paid Annual CTC of **INR 1, 80,000/- per annum.**

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Please do not hesitate to discuss the company policies and other concerns with the HR before accepting the offer.

Yours truly,
For Globussoft

Shyamal Ghosh
Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
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Contact Bengaluru:
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+91-81023521023

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GLB/2021/025 Ref. No.....

02/06/2021 Date.....

Offer Letter for Employment

To,
K Phanindra,
Avanthi Institute of Engineering & Technology

Sub: Offer Letter for Employment

Dear K Phanindra,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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Yours truly,
For Globussoft

Shyamal Ghosh
Director

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Ref. No. GLB/2021/022

Date 02/06/2021

Offer Letter for Employment

To,
Kondagadupula Sunil Kumar,
Avanthi Institute of Engineering & Technology

Sub: Offer Letter for Employment

Dear Kondagadupula Sunil Kumar,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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Yours truly,
For Globussoft

Shyamal Ghosh
Director

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GLB/2021/021 Ref. No.

02/06/2021 Date

Offer Letter for Employment

To,
Kondeti Sravan Reddy,
Avanthi Institute of Engineering & Technology

Sub: Offer Letter for Employment

Dear Kondeti Sravan Reddy,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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For Globussoft

Shyamal Ghosh
Director

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GLB/2021/019 Ref. No.

02/06/2021 Date

Offer Letter for Employment

To,
Mygapu Venkata Sai Pradeepthi,
Avanthi Institute of Engineering & Technology

Sub: Offer Letter for Employment

Dear Mygapu Venkata Sai Pradeepthi,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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Yours truly,
For Globussoft

Shyamal Ghosh
Director

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+91-81023521023

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GLB/2021/017 **02/06/2021**

Ref. No..... Date.....

Offer Letter for Employment

To,
Nidamanuri Yaswanth,
Avanthi Institute of Engineering & Technology

Sub: Offer Letter for Employment

Dear Nidamanuri Yaswanth,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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Yours truly,
For Globussoft

Shyamal Ghosh
Director

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GLB/2021/016 Ref. No.

02/06/2021 Date

Offer Letter for Employment

To,
Pandal Ravi Chandra,
Avanthi Institute of Engineering & Technology

Sub: Offer Letter for Employment

Dear Pandal Ravi Chandra,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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For Globussoft

Shyamal Ghosh
Director

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntihapally (V), Abdullapurmet (M), R.R. Dist

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GLB/2021/015 Ref. No.

02/06/2021 Date

Offer Letter for Employment

To,
Pisari Naveen,
Avanthi Institute of Engineering & Technology

Sub: Offer Letter for Employment

Dear Pisari Naveen,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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For Globussoft

Shyamal Ghosh
Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist.

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Contact Bengaluru:
+91-80-41660003
+91-81023521023

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GLB/2021/010 Ref. No.

02/06/2021 Date

Offer Letter for Employment

To,
Yata Akshitha,
Avanthi Institute of Engineering & Technology

Sub: Offer Letter for Employment

Dear Yata Akshitha,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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For Globussoft

Shyamal Ghosh
Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl), R.R.Dist

Cognizant

29-Jun-2021

DearAwradRamya,
B.Tech/B.E.,ComputerScience&EngineeringAvanthi'sScientificTech&ResAcademy

CandidateID -14283742

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

Duringyourprobationperiodof12months,whichincludesyourtrainingprogram,youareentitledtoanAnnualTotalRemuneration(ATR)ofRs.401,986/-. Thisincludes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, LifeInsuranceandGratuity.ThebreakupispresentedinAnnexureA.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual TotalRemuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/-towardsbenefitssuchasMedical,Accident,LifeInsurance,asapplicable.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations andpracticesinvogueandthosethatmaychangefromtimetotime.Yourcompensationishighlyconfidentialandiftheneedarises,youmaydiscussitonlywithyourManager.

Cognizantiskeenthatthereisasecureenvironmentforclientsandinternallytoo.YouarerequiredtoberegisteredwiththeNationalSkillsRegistry(NSR)andprovidetheITPINwhilejoiningtheorganization.PleasereferAnnexureBformoredetails.

Pleasenote
•Thisappointmentissubjecttosatisfactoryprofessionalreferencechecksandyousecuringaminimumof60%aggregate(allsubjectstakenintoconsideration)withnostandingarrearsinyourGraduation/Post-Graduation.
•PriortocommencingemploymentwithCognizantyoumustprovideCognizantwithevidenceofyourrighttoworkinIndiaandothersuchdocumentsasCognizantmayrequest.

WelookforwardtoyoujoiningUs.Shouldyouhaveanyfurtherquestionsorclarifications,pleaselogintohttps://campus2cognizant.cognizant.com

Yourssincerely,
ForCognizantTechnologySolutionsIndiaPvt.Ltd.,

SureshBethavandu
GlobalHead-TalentAcquisition
Ihavereadtheoffer,understoodandacceptteabovementionedtermsandconditions.

Signature: Date:

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Cognizant

AnnexureA

Name: Awrad Ramya Designation: ProgrammerAnalystTrainee

Sl.No.	Description	Monthly	Yearly
1	Basic	10325	123,900
2	HRA*	6195	74,340
3	ConveyanceAllowance*	800	9,600
4	MedicalAllowance*	1250	15,000
5	Company'scontributionofPF#	1800	21,600
6	AdvanceStatutory Bonus***	2000	24,000
7	SpecialAllowance*	7129	85,548
	Annual Gross Compensation		353,988
	IncentiveIndication(perannum)**		22,500
	AnnualTotalCompensation		376,488
	Company'scontributiontowardsbenefits(Medical,AccidentandLifeInsurance)		19,500
	Gratuity		6,003
	AnnualTotalRemuneration		401,991

Asanassociateyouarealsoentitledtothefollowingadditionalbenefits:

- FloatingMedicalInsuranceCoverageofRs.250,000/-perannum
- RoundtheClockGroupPersonalAccidentInsurancecoverage
- GroupTermLifeInsuranceCoverage
- Employees'CompensationinsurancebenefitaspertheEmployees'CompensationAct,2010
- Gratuity,onseparationafter4yearsand240calendardaysofcontinuousservice,payableasperPaymentofGratuityAct
- WomenassociatesjoiningCognizantwillbeentitledtoMaternityleaveaspertheMaternityBenefit(Amendment)Act,2017

#ProvidentFundWages:ForthepurposeofcomputingPFwagestoProvidentFund,PensionFund&EDLIScheme,PFWagesshallbeMonthlyGrossSalaryasperAnnexureAofthisletterexcluding"AdvanceStatutoryBonus"&"HouseRentAllowance"willbeconsidered.Thisdoesnotincludepaymentsmadethrough"SpecialPayout". 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 islesser.#EligibilitytoESIshallbedecidedbydeductingtheAdvancedStatutoryBonus,EmployerPF&ESIcontributionfromthemonthlyGrossCompensation(AGC/12)asperAnnexureAofthisletter.ContributiontoESIWages:MonthlyESIcontributionwillbecomputedontotalremunerationpaidtoanAssociateinaparticularmonthwhich includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if theAssociatecontributesevenforonemonthinthesaidcontributionperiod

*FlexibleBenefitPlan:YourCompensationhasbeenstructuredtoensurethatyouareadequatelyempoweredtoapportioncomponentsofyoursalaryinamannerthatsuitsyouthebest. This planwillenableyouto

1. Choosefromabouquetofallowanceorbenefits
2. Redefineyoursalarystructurewithinprescribedguidelines
3. Optimizeyourearnings

**IncentiveIndication:Incentiveamountmaybehigher,lowerornilasperthetermsdescribedherein.Theincentiveprogramisdiscretionary,subjecttochange,andbasedonindividualandcompanyperformance.Itisproratedtothedurationspentwith CognizantIndiaforthecalendaryearandwillbepaidtoyouonlyifyouareactiveon Cognizant'spayrollonthedayofincentivepayout.

***LanguagePremium:Thisallowanceisapplicableonlyforjapanese,German&Frenchlanguage.Itwillbepaidalongwiththe Apr, July, Octand Janpayrollforthepreviousquarterandwillbe subjecttotaxdeductionsasapplicableinIndia.Theamountwillbepro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign languages kills as required by your role/project/account.

****AdvanceStatutoryBonusisinlinewiththeprovisionsofPaymentofBonusAct,1965.

Cognizant

29-Jun-2021

Dea rManchikantiShravanthi,
B.Tech/B.E.,ComputerScience&EngineeringAvanthi'sSc
ientificTech&ResAcademy

CandidateID -14283733

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Cognizantiskeenthatthereisasecureenvironmentforclientsandinternallytoo.YouarerequiredtoberegisteredwiththeNationalSkillsRegistry(NSR)andprovidetheITPINwhilejoiningt heorganization.PleasereferAnnexureBformoredetails.

Pleasenote
•Thisappointmentissubjecttosatisfactoryprofessionalreferencechecksandyousecuringaminimumof60%aggregate(allsubjectstakenintoconsideration)withnostandingarrearsinyour Graduation/Post-Graduation.
•PriortocommencingemploymentwithCognizantyoumustprovideCognizantwithevidenceofyourrighttoworkinIndiaandothersuchdocumentsasCognizantmayrequest.

WelookforwardtoyoujoiningUs.Shouldyouhaveanyfurtherquestionsorclarifications,pleaselogintohttps://campus2cognizant.cognizant.com

Yourssincerely,
ForCognizantTechnologySolutionsIndiaPvt.Ltd.,

SureshBethavandu
GlobalHead-TalentAcquisition
Ihavereadtheoffer,understoodandacceptteabovementionedtermsandconditions.

Signature: Date:

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Cognizant

AnnexureA

Name: ManchikantiShravanthi Designation: ProgrammerAnalystTrainee

Sl.No.	Description	Monthly	Yearly
1	Basic	10325	123,900
2	HRA*	6195	74,340
3	ConveyanceAllowance*	800	9,600
4	MedicalAllowance*	1250	15,000
5	Company'scontributionofPF#	1800	21,600
6	AdvanceStatutory Bonus***	2000	24,000
7	SpecialAllowance*	7129	85,548
	Annual Gross Compensation		353,988
	IncentiveIndication(perannum)**		22,500
	AnnualTotalCompensation		376,488
	Company'scontributiontowardsbenefits(Medical,AccidentandLifeInsurance)		19,500
	Gratuity		6,003
	AnnualTotalRemuneration		401,991

Asanassociateyouarealsoentitledtothefollowingadditionalbenefits:

- FloatingMedicalInsuranceCoverageofRs.250,000/-perannum
- RoundtheClockGroupPersonalAccidentInsurancecoverage
- GroupTermLifeInsuranceCoverage
- Employees'CompensationinsurancebenefitaspertheEmployees'CompensationAct,2010
- Gratuity,onseparationafter4yearsand240calendardaysofcontinuousservice,payableasperPaymentofGratuityAct
- WomenassociatesjoiningCognizantwillbeentitledtoMaternityleaveaspertheMaternityBenefit(Amendment)Act,2017

#ProvidentFundWages:ForthepurposeofcomputingPFwagestoProvidentFund,PensionFund&EDLIScheme,PFWagesshallbeMonthlyGrossSalaryasperAnnexureAofthisletterexcluding"AdvanceStatutoryBonus"&"HouseRentAllowance"willbeconsidered.Thisdoesnotincludepaymentsmadethrough"SpecialPayout". 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 islesser.#EligibilitytoESIshallbedecidedbydeductingtheAdvancedStatutoryBonus,EmployerPF&ESIcontributionfromthemonthlyGrossCompensation(AGC/12)asperAnnexureAofthisletter.ContributiontoESIWages:MonthlyESIcontributionwillbecomputedontotalremunerationpaidtoanAssociateinaparticularmonthwhich includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if theAssociatecontributesevenforonemonthinthesaidcontributionperiod

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2. Redefineyoursalarystructurewithinprescribedguidelines
3. Optimizeyourearnings

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PRINCIPAL
Institute of Engineering & Technology
Ghatkesar (V), Hayathnagar
Ranga Reddy (Dist.)

Cognizant

29-Jun-2021

DearMdArfaz,
B.Tech/B.E.,ComputerScience&EngineeringAvanthi'sScientificTech&ResAcademy

CandidateID -14283736

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

Duringyourprobationperiodof12months,whichincludesyourtrainingprogram,youareentitledtoanAnnualTotalRemuneration(ATR)ofRs.401,986/-. Thisincludes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, LifeInsuranceandGratuity.ThebreakupispresentedinAnnexureA.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual TotalRemuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/-towardsbenefitssuchasMedical,Accident,LifeInsurance,asapplicable.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations andpracticesinvogueandthosethatmaychangefromtimetotime.Yourcompensationishighlyconfidentialandiftheneedarises,youmaydiscussitonlywithyourManager.

Cognizantiskeenthatthereisasecureenvironmentforclientsandinternallytoo.Youarerequiredtoberegisteredwiththe NationalSkillsRegistry(NSR)andprovidetheITPINwhilejoiningtheorganization.PleasereferAnnexureBformoredetails.

Pleasenote
•Thisappointmentissubjecttosatisfactoryprofessionalreferencechecksandyousecuringaminimumof60%aggregate(allsubjectstakenintoconsideration)withnostandingarrearsinyour Graduation/Post-Graduation.
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WelookforwardtoyoujoiningUs.Shouldyouhaveanyfurtherquestionsorclarifications,pleaselogintohttps://campus2cognizant.cognizant.com

Yourssincerely,
ForCognizantTechnologySolutionsIndiaPvt.Ltd.,

SureshBethavandu
GlobalHead-TalentAcquisition
Ihavereadtheoffer,understoodandacceptthe abovementionedtermsandconditions.

Signature: Date:

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Cognizant

AnnexureA

Name: MdArfaz Designation: ProgrammerAnalystTrainee

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PRL... Institute of Engineering & Technology
Ibrahimpatnam (V), Yenkapally
Gunthapally (V), Ibrahimpatnam,
R.R. Dist. Reddy (Dist.)

Cognizant

29-Jun-2021

Dear MdWaseem Qureshi,
B.Tech/B.E.,ComputerScience&EngineeringAvanthi'sScientificTech&ResAcademy

CandidateID -14283730

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

Duringyourprobationperiodof12months,whichincludesyourtrainingprogram,youareentitledtoanAnnualTotalRemuneration(ATR)ofRs.401,986/-. Thisincludes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, LifeInsuranceandGratuity.ThebreakupispresentedinAnnexureA.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual TotalRemuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/-towardsbenefitssuchasMedical,Accident,LifeInsurance,asapplicable.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations andpracticesinvogueandthosethatmaychangefromtimetotime.Yourcompensationishighlyconfidentialandiftheneedarises,youmaydiscussitonlywithyourManager.

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Pleasenote
•Thisappointmentissubjecttosatisfactoryprofessionalreferencechecksandyousecuringaminimumof60%aggregate(allsubjectstakenintoconsideration)withnostandingarrearsinyourGraduation/Post-Graduation.
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WelookforwardtoyoujoiningUS.Shouldyouhaveanyfurtherquestionsorclarifications,pleaseloginto https://campus2cognizant.cognizant.com

Yourssincerely,
ForCognizantTechnologySolutionsIndiaPvt.Ltd.,

SureshBethavandu
GlobalHead-TalentAcquisition
Ihavereadtheoffer,understoodandacceptttheabovementionedtermsandconditions.

Signature: Date:

PRINCIPAL
Vardhaman Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Cognizant

AnnexureA

Name: MdWaseem Qureshi Designation: ProgrammerAnalystTrainee

Sl.No.	Description	Monthly	Yearly
1	Basic	10325	123,900
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****AdvanceStatutoryBonusisinlinewiththeprovisionsofPaymentofBonusAct, 1965.

Cognizant

29-Jun-2021

Dear RamavathKrishnakumar,
B.Tech/B.E.,ComputerScience&EngineeringAvanthi'sScientificTech&ResAcademy

CandidateID -14283735

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

Duringyourprobationperiodof12months,whichincludesyourtrainingprogram,youareentitledtoanAnnualTotalRemuneration(ATR)ofRs.401,986/-. Thisincludes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, LifeInsuranceandGratuity.ThebreakupispresentedinAnnexureA.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual TotalRemuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/-towardsbenefitssuchasMedical,Accident,LifeInsurance,asapplicable.

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Pleasenote
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Welookforwardtoyoujoiningus.Shouldyouhaveanyfurtherquestionsorclarifications,pleaselogintohttps://campus2cognizant.cognizant.com

Yourssincerely,
ForCognizantTechnologySolutionsIndiaPvt.Ltd.,

SureshBethavandu
GlobalHead-TalentAcquisition
Ihavereadtheoffer,understoodandacceptttheabovementionedtermsandconditions.

Signature: Date:

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Cognizant

AnnexureA

Name: Ramavath Krishnakumar Designation: ProgrammerAnalystTrainee

Sl.No.	Description	Monthly	Yearly
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PRINCIPAL
Institute of Engineering & Technology
Ghatkesar (V), Hayathnagar,
Ranga Reddy (Dist.)

Cognizant

29-Jun-2021

Dear ShakkaraSravanthii,
B.Tech/B.E.,ComputerScience&EngineeringAvanthi'sScientificTech&ResAcademy

CandidateID -14283731

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

Duringyourprobationperiodof12months,whichincludesyourtrainingprogram,youareentitledtoanAnnualTotalRemuneration(ATR)ofRs.401,986/-. Thisincludes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, LifeInsuranceandGratuity.ThebreakupispresentedinAnnexureA.

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Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Cognizant

AnnexureA

Name: ShakkaraSravanthi Designation: ProgrammerAnalystTrainee

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Institute of Engineering & Technology Gunthapally (V), Hayathnagar, Ranga Reddy (Dist.)

Cognizant

29-Jun-2020

Dear SanthoshThummala,
B.Tech/B.E.,ComputerScience&EngineeringAvanthi'sScientificTech&ResAcademy

CandidateID -14283744

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

Duringyourprobationperiodof12months,whichincludesyourtrainingprogram,youareentitledtoanAnnualTotalRemuneration(ATR)ofRs.401,986/-. Thisincludes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, LifeInsuranceandGratuity.ThebreakupispresentedinAnnexureA.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual TotalRemuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/-towardsbenefitssuchasMedical,Accident,LifeInsurance,asapplicable.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations andpracticesinvogueandthosethatmaychangefromtimetotime.Yourcompensationishighlyconfidentialandiftheneedarises,youmaydiscussitonlywithyourManager.

Cognizantiskeenthatthereisasecureenvironmentforclientsandinternallytoo.YouarerequiredtoberegisteredwiththeNationalSkillsRegistry(NSR)andprovidetheITPINwhilejoiningtheorganization.PleasereferAnnexureBformoredetails.

Pleasenote
•Thisappointmentissubjecttosatisfactoryprofessionalreferencechecksandyousecuringaminimumof60%aggregate(allsubjectstakenintoconsideration)withnostandingarrearsinyourGraduation/Post-Graduation.
•PriortocommencingemploymentwithCognizantyoumustprovideCognizantwithevidenceofyourrighttoworkinIndiaandothersuchdocumentsasCognizantmayrequest.

Welookforwardtoyoujoiningus.Shouldyouhaveanyfurtherquestionsorclarifications,pleaselogintohttps://campus2cognizant.cognizant.com

Yourssincerely,
ForCognizantTechnologySolutionsIndiaPvt.Ltd.,

SureshBethavandu
GlobalHead-TalentAcquisition
Ihavereadtheoffer,understoodandacceptteabovementionedtermsandconditions.

Signature: Date:

Gunthapilly (V), Hayathnagar,
Ranga Reddy (Dist.)

Cognizant

AnnexureA

Name: SanthoshThummala Designation: ProgrammerAnalystTrainee

Sl.No.	Description	Monthly	Yearly
1	Basic	10325	123,900
2	HRA*	6195	74,340
3	ConveyanceAllowance*	800	9,600
4	MedicalAllowance*	1250	15,000
5	Company'scontributionofPF#	1800	21,600
6	AdvanceStatutory Bonus***	2000	24,000
7	SpecialAllowance*	7129	85,548
	Annual Gross Compensation		353,988
	IncentiveIndication(perannum)**		22,500
	AnnualTotalCompensation		376,488
	Company'scontributiontowardsbenefits(Medical,AccidentandLifeInsurance)		19,500
	Gratuity		6,003
	AnnualTotalRemuneration		401,991

Asanassociateyouarealsoentitledtothefollowingadditionalbenefits:

- FloatingMedicalInsuranceCoverageofRs.250,000/-perannum
- RoundtheClockGroupPersonalAccidentInsurancecoverage
- GroupTermLifeInsuranceCoverage
- Employees'CompensationinsurancebenefitaspertheEmployees'CompensationAct,2010
- Gratuity,onseparationafter4yearsand240calendardaysofcontinuousservice,payableasperPaymentofGratuityAct
- WomenassociatesjoiningCognizantwillbeentitledtoMaternityleaveasperthe MaternityBenefit(Amendment)Act,2017

#ProvidentFundWages:ForthepurposeofcomputingPFwagestoProvidentFund,PensionFund&EDLIScheme,PFWagesshallbeMonthlyGrossSalaryasperAnnexureAofthisletterexcluding" AdvanceStatutoryBonus"&"HouseRentAllowance"willbeconsidered.Thisdoesnotincludepaymentsmadethrough"SpecialPayout". 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 islesser.#EligibilitytoESIshallbedecidedbydeductingtheAdvancedStatutoryBonus,EmployerPF&ESIcontributionfromthemonthlyGrossCompensation(AGC/12)asperAnnexureAofthisl etter.ContributiontoESIWages:MonthlyESIcontributionwillbecomputedontotalremunerationpaidtoanAssociateinaparticularmonthwhich includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if theAssociatecontributesevenforonemonthinthesaidcontributionperiod

*FlexibleBenefitPlan:YourCompensationhasbeenstructuredtoensurethatyouareadequatelyempoweredtoapportioncomponentsofyoursalaryinamannerthatsuitsyouthebest.This planwillenableyouto

1. Choosefromabouquetofallowanceorbenefits
2. Redefineyoursalarystructurewithinprescribedguidelines
3. Optimizeyourearnings

**IncentiveIndication:Incentiveamountmaybehigher,lowerornilasperthetermsdescribedherein.Theincentiveprogramisdiscretionary,subjecttochange,andbasedonindividualandco mpanyperformance.Itisproratedtothedurationspentwith CognizantIndiaforthecalendaryearandwillbepaidtoyouonlyifyouareactiveon Cognizant'spayrollonthedayofincentiv epayout.

***LanguagePremium:Thisallowanceisapplicableonlyfor Japanese,German&Frenchlanguage.Itwillbepaidalongwiththe Apr,July,Octand Janpayrollforthepreviousquarterandwillbe subjecttotaxdeductionsasapplicableinIndia.Theamountwillbepro-

ratedtothedurationspentwith CognizantIndiaandwillbepaidoutontheconditionthatyoucontinuetousetheforeignlanguageskillasrequiredbyyourrole/project/account.

****AdvanceStatutoryBonusisinlinewiththeprovisionsofPaymentofBonusAct,1965.

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www.hcl.com

Offer Release Date May 18, 2021

Chowtakuri Nikhitha
Hyderabad, Hyderabad,
Telangana, India, 500004

Sub: Offer and Appointment Letter

Dear Chowtakuri Nikhitha,

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

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

You are requested to join us on **October 12, 2020** at **9:00 A.M** at the following address**, Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.** 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 **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

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

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology
Ranga Reddy (Dist.)

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

You need to have cleared all the subjects & should be a pass out of **2020 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL TECH LTD. - IOMC

Authorized Signatory

Amrita Das

Vice President, Head-Global Rewards

Annexure 1

COMPENSATION PLAN	
Name	**Gopu Vikas**
Band	**E1**
Designation	**Graduate Engineer Trainee**
City	**Chennai**
Monthly Components (in INR)	
Basic Salary	15,069
House Rent Allowance	7,523
Advance Statutory Bonus	-
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
TOTAL: Monthly	22,592

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Institute of Engineering & Technology

Signature of Employee:

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TOTAL: Monthly Components : Annualized	**271,107**
Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
TOTAL : Retirals	**40,393**
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
TOTAL: Variable Components	**38,500**
COST TO COMPANY	350,000

Flexi Basket Details	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
TOTAL : Annual Flexi Basket	-

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

Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000

NOTE:

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

PRINCIPAL
Vidyanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Signature of Employee:

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5. Gratuity to be payable as per act

Annexure II

Welcome aboard...

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

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

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

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

1. **Location:**

   Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.**

2. **Commencement of Employment:**

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

3. **Medical Checkup:**

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

4. **Probation**

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

5. **HCL Training Program:**

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

6. **Notice Period/ Separation:**

PRINCIPAL
Institute of Engineering & Technology
Hayathnagar, (V), (Dist.)

Signature of Employee:

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

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

7. Increments and Promotions

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

8. Agreements:

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

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

9. Background and Reference Check:

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

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

PRINCIPAL
Aravali Institute of Engineering & Technology
Ranga Reddy (Dist.)

Signature of Employee:

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

10. Working Hours:

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

11. Mobility:

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

12. Deputation/ Transfer:

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

13. Retirement:

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

14. Other benefits:

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

15. Transport Facility

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

16. IP, Copyright, Inventions and Patents

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

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology
HCL

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nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

17. Data Protection:

a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

18. <u>Exclusivity of service</u>

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

19. <u>Confidentiality & Non-Disclosure</u>:

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

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

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology
Ranga Reddy (Dist.)

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

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

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

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

20. Rules, Policies, Procedures:

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

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

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

21. Correctness of the Details Furnished:

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

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology
Gunthapally (V), Abdullapurmet (M), Hayathnagar,
Ranga Reddy (Dist.)

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22. Warranty and Undertaking:

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

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

23. Changes to the terms & conditions:

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

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

Authorized Signatory
September 18, 2020

Amrita Das

Vice President, Head-Global Rewards

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.

Signature of Employee:

PRINCIPAL

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3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

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

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology
Ranga Reddy (Dist.)

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- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

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

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

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

- Basic Salary
- Monthly Allowances

Signature of Employee:

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- Retirals & Insurances Benefit

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

BASIC SALARY

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

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.

- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

RETIRALS & INSURANCES BENEFIT

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

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

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central

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Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

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

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

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

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

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

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

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

Signature of Employee:

PRINCIPAL
Technology
Guntlapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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

Permanent Address: Hyderabad, Hyderabad,
Telangana, India, 500004
Email ID: sudhasujji2014@gmail.com
Telephone Number: +91 8639908119

PRINCIPAL
Institute of Engineering & Technology
(V), Hayathnagar,

Signature of Employee:

HCL

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Offer Release Date May 18, 2021

Gopu Vikas
Hyderabad, Hyderabad,
Telangana, India, 500004

Sub: Offer and Appointment Letter

Dear **Gopu Vikas,**

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

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

You are requested to join us on **October 12, 2020** at **9:00 A.M** at the following address**, Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.** 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 **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

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

Signature of Employee:

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(Gandhi Nagar) (V), Hayathnagar,
Ranga Reddy (Dist.)

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

You need to have cleared all the subjects & should be a pass out of **2020 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL TECH LTD. - IOMC

Authorized Signatory

Amrita Das

Vice President, Head-Global Rewards

Annexure 1

COMPENSATION PLAN	
Name	**Gopu Vikas**
Band	**E1**
Designation	**Graduate Engineer Trainee**
City	**Chennai**
Monthly Components (in INR)	
Basic Salary	15,069
House Rent Allowance	7,523
Advance Statutory Bonus	-
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
TOTAL: Monthly	22,592

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Signature of Employee:

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TOTAL: Monthly Components : Annualized	**271,107**
Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
TOTAL : Retirals	**40,393**
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
TOTAL: Variable Components	**38,500**
COST TO COMPANY	350,000

Flexi Basket Details	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
TOTAL : Annual Flexi Basket	-

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

Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000

NOTE:

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

Signature of Employee:

PRINCIPAL
HCL
Ranga Reddy (Dist.)

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5. Gratuity to be payable as per act

Annexure II

Welcome aboard...

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

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

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

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

1. **Location:**

   Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.**

2. **Commencement of Employment:**

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

3. **Medical Checkup:**

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

4. **Probation**

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

5. **HCL Training Program:**

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

6. **Notice Period/ Separation:**

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology
HCL
Gunthapally (V), Abdullapurmet,
Ranga Reddy (Dist.)

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

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

7. Increments and Promotions

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

8. Agreements:

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

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

9. Background and Reference Check:

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

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

Signature of Employee:

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

10. Working Hours:

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

11. Mobility:

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

12. Deputation/ Transfer:

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

13. Retirement:

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

14. Other benefits:

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

15. Transport Facility

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

16. IP, Copyright, Inventions and Patents

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

Signature of Employee:

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Engineering & Technology
HCL
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nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

17. Data Protection:

a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

18. <u>Exclusivity of service</u>

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

19. <u>Confidentiality & Non-Disclosure</u>:

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

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

Signature of Employee:

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

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

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

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

20. Rules, Policies, Procedures:

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

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

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

21. Correctness of the Details Furnished:

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

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology

HCL TECHNOLOGIES LTD.
Corporate Identity Number: L74140DL1991PLC046369
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22. Warranty and Undertaking:

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

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

23. Changes to the terms & conditions:

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

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

Authorized Signatory
September 18, 2020

Amrita Das

Vice President, Head-Global Rewards

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.

Signature of Employee:

PRINCIPAL
Engineering & Technology
HCL

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3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

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

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.

Signature of Employee:

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- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

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

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

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

- Basic Salary
- Monthly Allowances

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology

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- Retirals & Insurances Benefit

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

BASIC SALARY

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

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.

- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

RETIRALS & INSURANCES BENEFIT

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

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

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology
Hayathnagar,
Ranga Reddy (Dist.)

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Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

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

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

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

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

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

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

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

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology
Ranga Reddy (Dist.)

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

Permanent Address: Hyderabad, Hyderabad,
Telangana, India, 500004
Email ID: sudhasujji2014@gmail.com
Telephone Number: +91 8639908119

Signature of Employee:

PRINCIPAL
Engineering & Technology
HCL
Ranga Reddy (Dist.)

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Offer Release Date May 18, 2021

Gurram Niharika
Hyderabad, Hyderabad,
Telangana, India, 500004

Sub: Offer and Appointment Letter

Dear **Gurram Niharika,**

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

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

You are requested to join us on **October 12, 2020** at **9:00 A.M** at the following address**, Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.** 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 **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

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

Signature of Employee:

PRINCIPAL

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

You need to have cleared all the subjects & should be a pass out of **2020 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL TECH LTD. - IOMC

Authorized Signatory

Amrita Das

Vice President, Head-Global Rewards

Annexure 1

COMPENSATION PLAN	
Name	**Gurram Niharika**
Band	**E1**
Designation	**Graduate Engineer Trainee**
City	**Chennai**
Monthly Components (in INR)	
Basic Salary	15,069
House Rent Allowance	7,523
Advance Statutory Bonus	-
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
TOTAL: Monthly	22,592

Signature of Employee:

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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TOTAL: Monthly Components : Annualized	**271,107**
Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
TOTAL : Retirals	**40,393**
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
TOTAL: Variable Components	**38,500**
COST TO COMPANY	350,000

Flexi Basket Details	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
TOTAL : Annual Flexi Basket	-

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

Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000

NOTE:

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

Signature of Employee:

PRINCIPAL
Engineering & Technology
Manager
Gunthapally (V)
Ranga Reddy (Dist.)

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5. Gratuity to be payable as per act

Annexure II

Welcome aboard...

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

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

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

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

1. **Location:**

   Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.**

2. **Commencement of Employment:**

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

3. **Medical Checkup:**

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

4. **Probation**

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

5. **HCL Training Program:**

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

6. **Notice Period/ Separation:**

Signature of Employee:

Institute of Engineering & Technology (V), Hayathnagar, Rangareddy (Dist.)

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

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

7. Increments and Promotions

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

8. Agreements:

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

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

9. Background and Reference Check:

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

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

Signature of Employee:

PRINCIPAL
Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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

10. Working Hours:

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

11. Mobility:

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

12. Deputation/ Transfer:

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

13. Retirement:

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

14. Other benefits:

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

15. Transport Facility

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

16. IP, Copyright, Inventions and Patents

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

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology
Hayathnagar

HCL TECHNOLOGIES LTD.
Corporate Identity Number: L74140DL1991PLC046369
Technology Hub, Special Economic Zone
Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.
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Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India
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nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

17. Data Protection:

a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

18. <u>Exclusivity of service</u>

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

19. <u>Confidentiality & Non-Disclosure</u>:

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

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

Signature of Employee:

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Hayathnagar,
Ranga Reddy (Dist.)

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

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

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

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

20. Rules, Policies, Procedures:

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

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

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

21. Correctness of the Details Furnished:

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

Signature of Employee:

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22. Warranty and Undertaking:

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

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

23. Changes to the terms & conditions:

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

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

Authorized Signatory
September 18, 2020

Amrita Das

Vice President, Head-Global Rewards

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.

Signature of Employee:

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3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

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

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.

Signature of Employee:

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- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

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

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

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

- Basic Salary
- Monthly Allowances

Signature of Employee:

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- Retirals & Insurances Benefit

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

BASIC SALARY

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

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.

- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

RETIRALS & INSURANCES BENEFIT

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

.

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

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central

Signature of Employee:

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Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

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

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

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

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

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

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

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

Signature of Employee:

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

Permanent Address: Hyderabad, Hyderabad,
Telangana, India, 500004
Email ID: sudhasujji2014@gmail.com
Telephone Number: +91 8639908119

Signature of Employee:

PRINCIPAL
Engineering & Technology
Gunthapally (V), Hayathnagar,
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Offer Release Date May 18, 2021

K Naresh Goud
Hyderabad, Hyderabad,
Telangana, India, 500004

Sub: Offer and Appointment Letter

Dear K Naresh Goud,

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

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

You are requested to join us on **October 12, 2020** at **9:00 A.M** at the following address**, Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.** 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 **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

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

Signature of Employee:

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

You need to have cleared all the subjects & should be a pass out of **2020 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL TECH LTD. - IOMC

Authorized Signatory

Amrita Das

Vice President, Head-Global Rewards

Annexure 1

COMPENSATION PLAN	
Name	**K Naresh Goud**
Band	**E1**
Designation	**Graduate Engineer Trainee**
City	**Chennai**
Monthly Components (in INR)	
Basic Salary	15,069
House Rent Allowance	7,523
Advance Statutory Bonus	-
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
TOTAL: Monthly	22,592

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Ranga Reddy (Dist.)

Signature of Employee:

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TOTAL: Monthly Components : Annualized	**271,107**
Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
TOTAL : Retirals	**40,393**
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
TOTAL: Variable Components	**38,500**
COST TO COMPANY	350,000
Flexi Basket Details	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
TOTAL : Annual Flexi Basket	-

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

Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000

NOTE:

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

Signature of Employee:

PRINCIPAL HCL & Technology

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5. Gratuity to be payable as per act

Annexure II

Welcome aboard...

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

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

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

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

1. **Location:**

   Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.**

2. **Commencement of Employment:**

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

3. **Medical Checkup:**

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

4. **Probation**

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

5. **HCL Training Program:**

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

6. **Notice Period/ Separation:**

Signature of Employee:

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

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

7. Increments and Promotions

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

8. Agreements:

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

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

9. Background and Reference Check:

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

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

Signature of Employee:

PRINCIPAL
Engineering & Technology
HCL

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

10. Working Hours:

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

11. Mobility:

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

12. Deputation/ Transfer:

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

13. Retirement:

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

14. Other benefits:

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

15. Transport Facility

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

16. IP, Copyright, Inventions and Patents

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

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology
Ranga Reddy (Dist.)

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nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

17. Data Protection:

a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

18. <u>Exclusivity of service</u>

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

19. <u>Confidentiality & Non-Disclosure</u>:

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

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

Signature of Employee:

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Malla Reddy Institute of Engineering & Technology
Ranga Reddy (Dist.)

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

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

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

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

20. Rules, Policies, Procedures:

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

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

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

21. Correctness of the Details Furnished:

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

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,

Signature of Employee:

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22. Warranty and Undertaking:

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

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

23. Changes to the terms & conditions:

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

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

Authorized Signatory
September 18, 2020

Amrita Das

Vice President, Head-Global Rewards

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.

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3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

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

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.

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- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

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

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

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

- Basic Salary
- Monthly Allowances

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- Retirals & Insurances Benefit

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

BASIC SALARY

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

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.

- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

RETIRALS & INSURANCES BENEFIT

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

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

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central

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Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

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

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

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

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

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

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

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

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

Permanent Address: Hyderabad, Hyderabad,
Telangana, India, 500004
Email ID: sudhasujji2014@gmail.com
Telephone Number: +91 8639908119

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Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,

Signature of Employee:

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Offer Release Date May 18, 2021

Sandeep Gupta
Hyderabad, Hyderabad,
Telangana, India, 500004

Sub: Offer and Appointment Letter

Dear **Sandeep Gupta,**

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

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

You are requested to join us on **October 12, 2020** at **9:00 A.M** at the following address**, Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.** 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 **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

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

Signature of Employee:

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

You need to have cleared all the subjects & should be a pass out of **2020 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL TECH LTD. - IOMC

Authorized Signatory

Amrita Das

Vice President, Head-Global Rewards

Annexure 1

COMPENSATION PLAN

Name	**Sandeep Gupta**
Band	**E1**
Designation	**Graduate Engineer Trainee**
City	**Chennai**
Monthly Components (in INR)	
Basic Salary	15,069
House Rent Allowance	7,523
Advance Statutory Bonus	-
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
TOTAL: Monthly	22,592

Signature of Employee:

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TOTAL: Monthly Components : Annualized	**271,107**
Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
TOTAL : Retirals	**40,393**
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
TOTAL: Variable Components	**38,500**
COST TO COMPANY	350,000

Flexi Basket Details	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
TOTAL : Annual Flexi Basket	-

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

Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000

NOTE:

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

Signature of Employee:

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Ranga Reddy (Dist.)

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5. Gratuity to be payable as per act

Annexure II

Welcome aboard...

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

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

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

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

1. **Location:**

   Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.**

2. **Commencement of Employment:**

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

3. **Medical Checkup:**

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

4. **Probation**

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

5. **HCL Training Program:**

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

6. **Notice Period/ Separation:**

Signature of Employee:

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

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

7. Increments and Promotions

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

8. Agreements:

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

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

9. Background and Reference Check:

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

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

Signature of Employee:

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

10. **Working Hours:**

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

11. **Mobility:**

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

12. **Deputation/ Transfer:**

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

13. **Retirement:**

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

14. **Other benefits:**

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

15. **Transport Facility**

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

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

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

Signature of Employee:

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nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

17. Data Protection:

a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

18. <u>Exclusivity of service</u>

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

19. <u>Confidentiality & Non-Disclosure</u>:

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

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

Signature of Employee:

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

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

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

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

20. Rules, Policies, Procedures:

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

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

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

21. Correctness of the Details Furnished:

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

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22. Warranty and Undertaking:

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

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

23. Changes to the terms & conditions:

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

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

Authorized Signatory
September 18, 2020

Amrita Das

Vice President, Head-Global Rewards

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.

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3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

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

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.

Signature of Employee:

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- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

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

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

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

- Basic Salary
- Monthly Allowances

Signature of Employee:

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- Retirals & Insurances Benefit

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

BASIC SALARY

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

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.

- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

RETIRALS & INSURANCES BENEFIT

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

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

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central

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Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

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

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

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

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

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

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

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

Signature of Employee:

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

Permanent Address: Hyderabad, Hyderabad,
Telangana, India, 500004
Email ID: sudhasujji2014@gmail.com
Telephone Number: +91 8639908119

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology
Hayathnagar,
Ranga Reddy (Dist.)

HCL TECHNOLOGIES LTD.
Corporate Identity Number: L74140DL1991PLC046369
Technology Hub, Special Economic Zone
Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.
T +91 120 6125000 F +91 120 4683030
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.
www.hcltech.com
www.hcl.com

Offer Release Date May 18, 2021

Saya Manish
Hyderabad, Hyderabad,
Telangana, India, 500004

Sub: Offer and Appointment Letter

Dear **Saya Manish,**

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

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

You are requested to join us on **October 12, 2020** at **9:00 A.M** at the following address**, Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.** 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 **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

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

Signature of Employee:

PRINCIPAL
Sreenidhi Institute of Engineering & Technology
Ranga Reddy (Dist.)

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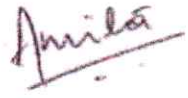
Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

You need to have cleared all the subjects & should be a pass out of **2020 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL TECH LTD. - IOMC

Authorized Signatory



Amrita Das

Vice President, Head-Global Rewards

Annexure 1

COMPENSATION PLAN

Name	**Saya Manish**
Band	**E1**
Designation	**Graduate Engineer Trainee**
City	**Chennai**
Monthly Components (in INR)	
Basic Salary	15,069
House Rent Allowance	7,523
Advance Statutory Bonus	-
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
TOTAL: Monthly	22,592

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology
HCL Nagar,
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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TOTAL: Monthly Components : Annualized	**271,107**
Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
TOTAL : Retirals	**40,393**
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
TOTAL: Variable Components	**38,500**
COST TO COMPANY	**350,000**

Flexi Basket Details	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
TOTAL : Annual Flexi Basket	-

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

Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000

NOTE:

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

Signature of Employee:

Engineering & Technology
HCL
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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5. Gratuity to be payable as per act

Annexure II

Welcome aboard...

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

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

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

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

1. **Location:**

   Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.**

2. **Commencement of Employment:**

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

3. **Medical Checkup:**

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

4. **Probation**

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

5. **HCL Training Program:**

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

6. **Notice Period/ Separation:**

Signature of Employee:

Institute of Engineering & Technology
Ranga Reddy Dist.)

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

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

7. Increments and Promotions

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

8. Agreements:

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

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

9. Background and Reference Check:

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

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

Signature of Employee:

PRINCIPAL
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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

10. **Working Hours:**

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

11. **Mobility:**

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

12. **Deputation/ Transfer:**

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

13. **Retirement:**

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

14. **Other benefits:**

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

15. **Transport Facility**

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

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

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

Signature of Employee:

PRINCIPAL
Kalaivanthi Institute of Engineering & Technology
Kalayathnagar,

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nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

17. Data Protection:

a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

18. Exclusivity of service

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

19. Confidentiality & Non-Disclosure:

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

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

Signature of Employee:

PRINCIPAL
Gurunanak Institute of Engineering & Technology
Ranga Reddy (Dist.)

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

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

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

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

20. Rules, Policies, Procedures:

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

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

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

21. Correctness of the Details Furnished:

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

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology
Gu[illegible]ly (V), Hayathnagar,
[illegible] (Dist.)

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www.hcl.com

22. Warranty and Undertaking:

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

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

23. Changes to the terms & conditions:

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

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

Authorized Signatory
September 18, 2020

Amrita Das

Vice President, Head-Global Rewards

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.

PRINCIPAL
Vignana Bharathi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar, R.R. (Dist.)

Signature of Employee:

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3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

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

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.

PRINCIPAL
Vardhaman Institute of Engineering & Technology
Kandlakoya (V), Hayathnagar, Ranga Reddy (Dist.)

Signature of Employee:

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- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

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

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

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

- Basic Salary
- Monthly Allowances

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology
(V), Hayathnagar,
(Dist.)

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www.hcltech.com
www.hcl.com

- Retirals & Insurances Benefit

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

BASIC SALARY

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

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.
- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

RETIRALS & INSURANCES BENEFIT

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

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

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central

Signature of Employee:

Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

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

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

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

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

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

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

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

PRINCIPAL
Institute of Engineering & Technology
Hayathnagar, (V), (Dist.)

Signature of Employee:

HCL TECHNOLOGIES LTD.

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

Permanent Address: Hyderabad, Hyderabad,
Telangana, India, 500004
Email ID: sudhasujji2014@gmail.com
Telephone Number: +91 8639908119

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology
Gunthapally (V), Abdullapurmet (M),
Ranga Reddy (Dist.)

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Offer Release Date May 18, 2021

Cholleti Shashank
Hyderabad, Hyderabad,
Telangana, India, 500004

Sub: Offer and Appointment Letter

Dear **Cholleti Shashank,**

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

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

You are requested to join us on **October 12, 2020** at **9:00 A.M** at the following address**, Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.** 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 **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

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

Signature of Employee:

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Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
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Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

You need to have cleared all the subjects & should be a pass out of **2020 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL TECH LTD. - IOMC

Authorized Signatory

Amrita Das

Vice President, Head-Global Rewards

Annexure 1

COMPENSATION PLAN	
Name	**Cholleti Shashank**
Band	**E1**
Designation	**Graduate Engineer Trainee**
City	**Chennai**
Monthly Components (in INR)	
Basic Salary	15,069
House Rent Allowance	7,523
Advance Statutory Bonus	-
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
TOTAL: Monthly	22,592

Signature of Employee:

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Avanthi Institute of Engineering & Technology
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TOTAL: Monthly Components : Annualized	**271,107**
Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
TOTAL : Retirals	**40,393**
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
TOTAL: Variable Components	**38,500**
COST TO COMPANY	350,000
Flexi Basket Details	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
TOTAL : Annual Flexi Basket	-

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

Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000

NOTE:

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

Signature of Employee:

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Avanthi Institute of Engineering & Technology
Ranga Reddy (Dist.)

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5. Gratuity to be payable as per act

Annexure II

Welcome aboard...

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

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

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

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

1. **Location:**

   Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.**

2. **Commencement of Employment:**

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

3. **Medical Checkup:**

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

4. **Probation**

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

5. **HCL Training Program:**

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

6. **Notice Period/ Separation:**

PRINCIPAL
Nalla Malla Reddy Institute of Engineering & Technology
Divya Nagar, Ghatkesar,
Ranga Reddy (Dist.)

Signature of Employee:

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

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

7. Increments and Promotions

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

8. Agreements:

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

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

9. Background and Reference Check:

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

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

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy Dist.

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

10. Working Hours:

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

11. Mobility:

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

12. Deputation/ Transfer:

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

13. Retirement:

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

14. Other benefits:

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

15. Transport Facility

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

16. IP, Copyright, Inventions and Patents

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

Signature of Employee:

PRINCIPAL
Chaithanya Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

17. Data Protection:

a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

18. <u>Exclusivity of service</u>

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

19. <u>Confidentiality & Non-Disclosure</u>:

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

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

Signature of Employee:

PRINCIPAL
Avanthi Institute of Engineering & Technology
Ranga Reddy (Dist.)

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

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

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

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

20. Rules, Policies, Procedures:

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

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

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

21. Correctness of the Details Furnished:

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

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology
Hayathnagar,
Ranga Reddy (Dist.)

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22. Warranty and Undertaking:

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

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

23. Changes to the terms & conditions:

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

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

Authorized Signatory
September 18, 2020

Amrita Das

Vice President, Head-Global Rewards

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.

Signature of Employee:

PRINCIPAL
Avanthi Institute of Engineering & Technology
Ranga Reddy (Dist.)

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3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

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

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.

Signature of Employee:

PRINCIPAL
Gurunanak Institute of Engineering & Technology
Gunthapally (V), Nayeethnagar,
Ranga Reddy (Dist.)

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Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.
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- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

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

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

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

- Basic Salary
- Monthly Allowances

Signature of Employee:

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Vasavi Institute of Engineering & Technology
Ranga Reddy (Dist.)

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- Retirals & Insurances Benefit

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

BASIC SALARY

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

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.

- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

RETIRALS & INSURANCES BENEFIT

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

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

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central

Signature of Employee:

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Avanthi Institute of Engineering & Technology
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Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

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

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

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

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

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

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

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

Signature of Employee:

PRINCIPAL
Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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

Permanent Address: Hyderabad, Hyderabad,
Telangana, India, 500004
Email ID: sudhasujji2014@gmail.com
Telephone Number: +91 8639908119

Signature of Employee:

PRINCIPAL
Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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Offer Release Date May 18, 2021

Emmadi Deepa
Hyderabad, Hyderabad,
Telangana, India, 500004

Sub: Offer and Appointment Letter

\

Dear **Emmadi Deepa,**

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

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

You are requested to join us on **October 12, 2020** at **9:00 A.M** at the following address**, Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.** 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 **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

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

PRINCIPAL
Ranga Reddy (Dist.)

Signature of Employee:

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

You need to have cleared all the subjects & should be a pass out of **2020 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL TECH LTD. - IOMC

Authorized Signatory

Amrita Das

Vice President, Head-Global Rewards

Annexure 1

COMPENSATION PLAN	
Name	**Emmadi Deepa**
Band	**E1**
Designation	**Graduate Engineer Trainee**
City	**Chennai**
Monthly Components (in INR)	
Basic Salary	15,069
House Rent Allowance	7,523
Advance Statutory Bonus	-
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
TOTAL: Monthly	22,592

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,

Signature of Employee:

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TOTAL: Monthly Components : Annualized	**271,107**
Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
TOTAL : Retirals	**40,393**
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
TOTAL: Variable Components	**38,500**
COST TO COMPANY	**350,000**
Flexi Basket Details	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
TOTAL : Annual Flexi Basket	-

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

Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000

NOTE:

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

PRINCIPAL
Vignana Bharathi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,

Signature of Employee:

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5. Gratuity to be payable as per act

Annexure II

Welcome aboard...

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

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

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

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

1. **Location:**

   Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.**

2. **Commencement of Employment:**

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

3. **Medical Checkup:**

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

4. **Probation**

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

5. **HCL Training Program:**

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

6. **Notice Period/ Separation:**

PRINCIPAL
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dt.)

Signature of Employee:

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

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

7. Increments and Promotions

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

8. Agreements:

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

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

9. Background and Reference Check:

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

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

PRINCIPAL
Institute of Engineering & Technology
Gunthapilly (V), Hayathnagar,
Ranga Reddy Dist.

Signature of Employee:

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

10. Working Hours:

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

11. Mobility:

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

12. Deputation/ Transfer:

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

13. Retirement:

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

14. Other benefits:

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

15. Transport Facility

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

16. IP, Copyright, Inventions and Patents

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

Signature of Employee:

PRINCIPAL
of Engineering & Technology

nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

17. Data Protection:

a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

18. <u>Exclusivity of service</u>

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

19. <u>Confidentiality & Non-Disclosure</u>:

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

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

PRINCIPAL
Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Signature of Employee:

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

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

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

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

20. Rules, Policies, Procedures:

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

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

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

21. Correctness of the Details Furnished:

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

PRINCIPAL
Institute of Engineering & Technology
Hanuman Junction (V) HCL

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identity Number: L74140DL1991PLC046369
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22. Warranty and Undertaking:

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

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

23. Changes to the terms & conditions:

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

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

Authorized Signatory
September 18, 2020

Amrita Das

Vice President, Head-Global Rewards

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.

Signature of Employee:

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Institute of Engineering & Technology
HCL

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3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

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

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.

Signature of Employee:

PRINCIPAL
Avanthi Institute of Engineering & Technology
Ranga Reddy (Dist.)

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- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

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

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

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

- Basic Salary
- Monthly Allowances

Signature of Employee:

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Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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- Retirals & Insurances Benefit

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

BASIC SALARY

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

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.

- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

RETIRALS & INSURANCES BENEFIT

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

.

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

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central

Signature of Employee:

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Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

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

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

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

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

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

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

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

Signature of Employee:

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

Permanent Address: Hyderabad, Hyderabad,
Telangana, India, 500004
Email ID: sudhasujji2014@gmail.com
Telephone Number: +91 8639908119

Signature of Employee:

PRINCIPAL
Aveeon Institute of Engineering & Technology
Kandlakoya (V), Medchal,
Ranga Reddy (Dist.)

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Offer Release Date May 18, 2021

Arjilli Harish
Hyderabad, Hyderabad,
Telangana, India, 500004

Sub: Offer and Appointment Letter

\

Dear **Arjilli Harish,**

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

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

You are requested to join us on **October 12, 2020** at **9:00 A.M** at the following address**, Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.** 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 **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

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

Signature of Employee:

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Aveneni Institute of Engineering & Technology
Ranga Reddy (Dist.)

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

You need to have cleared all the subjects & should be a pass out of **2020 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL TECH LTD. - IOMC

Authorized Signatory

Amrita Das

Vice President, Head-Global Rewards

Annexure 1

COMPENSATION PLAN	
Name	**Arjilli Harish**
Band	**E1**
Designation	**Graduate Engineer Trainee**
City	**Chennai**
Monthly Components (in INR)	
Basic Salary	15,069
House Rent Allowance	7,523
Advance Statutory Bonus	-
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
TOTAL: Monthly	22,592

Signature of Employee:

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Technology
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TOTAL: Monthly Components : Annualized	**271,107**
Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
TOTAL : Retirals	**40,393**
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
TOTAL: Variable Components	**38,500**
COST TO COMPANY	350,000

Flexi Basket Details	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
TOTAL : Annual Flexi Basket	-

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

Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000

NOTE:

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

Signature of Employee:

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Technology
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5. Gratuity to be payable as per act

Annexure II

Welcome aboard...

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

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

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

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

1. **Location:**

   Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.**

2. **Commencement of Employment:**

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

3. **Medical Checkup:**

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

4. **Probation**

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

5. **HCL Training Program:**

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

6. **Notice Period/ Separation:**

Signature of Employee:

PRINCIPAL
HCL Technology
Institute of Engineering & Technology
Ghatkesar (V), Hayathnagar,
(Dist.)

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

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

7. Increments and Promotions

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

8. Agreements:

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

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

9. Background and Reference Check:

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

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

Signature of Employee:

PRINCIPAL
Arjun Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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

10. Working Hours:

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

11. Mobility:

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

12. Deputation/ Transfer:

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

13. Retirement:

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

14. Other benefits:

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

15. Transport Facility

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

16. IP, Copyright, Inventions and Patents

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

Signature of Employee:

Institute of Technology & Science
HCL
Ranga Reddy (Dist.)

nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

17. Data Protection:

a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

18. <u>Exclusivity of service</u>

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

19. <u>Confidentiality & Non-Disclosure</u>:

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

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

Signature of Employee:

Institute of Engineering & Technology
HCL
Ranga Reddy (Dist.)

HCL TECHNOLOGIES LTD.
Corporate Identity Number: L74140DL1991PLC046369
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Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.
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Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.
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www.hcl.com

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

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

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

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

20. Rules, Policies, Procedures:

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

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

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

21. Correctness of the Details Furnished:

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

Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology
HCL

HCL TECHNOLOGIES LTD.
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22. Warranty and Undertaking:

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

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

23. Changes to the terms & conditions:

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

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

Authorized Signatory
September 18, 2020

Amrita Das

Vice President, Head-Global Rewards

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.

PRINCIPAL
Vignana Bharathi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,

Signature of Employee:

HCL TECHNOLOGIES LTD.
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3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

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

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.

Signature of Employee:

PRINCIPAL
Vidya Jyothi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

HCL TECHNOLOGIES LTD.
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- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

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

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

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

- Basic Salary
- Monthly Allowances

Signature of Employee:

Institute of Engineering & Technology
Hayathnagar,
Ranga Reddy (Dist.)

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- Retirals & Insurances Benefit

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

BASIC SALARY

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

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.

- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

RETIRALS & INSURANCES BENEFIT

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

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

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central

Signature of Employee:

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Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

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

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

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

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

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

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

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

Signature of Employee:

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

Permanent Address: Hyderabad, Hyderabad,
Telangana, India, 500004
Email ID: sudhasujji2014@gmail.com
Telephone Number: +91 8639908119

Signature of Employee:

PRINCIPAL
Anurag Institute of Engineering & Technology
Ranga Reddy (Dist.)

AAS Technologies
Private Limited

Date: 13 July 2021

To,

Mr/Ms. Ale Santhosh Kumar

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

2. You will be governed by the rules and regulations of the organization in force from time to time.

3. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.

4. In case you want to leave the organization; you have to give one month of advance notice.

You are requested to convey the acceptance of the appointment and report on **09 Aug 2021** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

PRINCIPAL
Avanthi Institute of Engg & Tech

AAS Technologies
Private Limited

Date: 13 July 2021

To,

Mr/Ms. Boddu Anusha

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

2. You will be governed by the rules and regulations of the organization in force from time to time.

3. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.

4. In case you want to leave the organization; you have to give one month of advance notice.

You are requested to convey the acceptance of the appointment and report on **09 Aug 2021** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

PRINCIPAL
Avanthi Institute of Engg. & Tech

AAS Technologies
Private Limited

Date: 13 July 2021

To,

Mr/Ms. Boinpally Ananya

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

2. You will be governed by the rules and regulations of the organization in force from time to time.

3. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.

4. In case you want to leave the organization; you have to give one month of advance notice.

You are requested to convey the acceptance of the appointment and report on **09 Aug 2021** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

AAS Technologies
Private Limited

Date: 13 July 2021

To,

Mr/Ms. Bollarapu Akhila

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

2. You will be governed by the rules and regulations of the organization in force from time to time.

3. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.

4. In case you want to leave the organization; you have to give one month of advance notice.

You are requested to convey the acceptance of the appointment and report on **09 Aug 2021** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

PRINCIPAL
Avanthi Institute of Engg. & Tec
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

AAS Technologies
Private Limited

Date: 13 July 2021

To,

Mr/Ms. Burma Susheela

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

2. You will be governed by the rules and regulations of the organization in force from time to time.

3. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.

4. In case you want to leave the organization; you have to give one month of advance notice.

You are requested to convey the acceptance of the appointment and report on **09 Aug 2021** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntihapally (V), Abdullapurmet (Mdl), R.R.Dist

AAS Technologies
Private Limited

Date: 13 July 2021

To,

Mr/Ms. Dhude Bindu Priya

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

2. You will be governed by the rules and regulations of the organization in force from time to time.

3. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.

4. In case you want to leave the organization; you have to give one month of advance notice.

You are requested to convey the acceptance of the appointment and report on **09 Aug 2021** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R Dist

AAS Technologies
Private Limited

Date: 13 July 2021

To,

Mr/Ms. Gouni Varsha

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

2. You will be governed by the rules and regulations of the organization in force from time to time.

3. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.

4. In case you want to leave the organization; you have to give one month of advance notice.

You are requested to convey the acceptance of the appointment and report on **09 Aug 2021** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

AAS Technologies
Private Limited

Date: 13 July 2021

To,

Mr/Ms. Gurrala Sri Kanya

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

2. You will be governed by the rules and regulations of the organization in force from time to time.

3. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.

4. In case you want to leave the organization; you have to give one month of advance notice.

You are requested to convey the acceptance of the appointment and report on **09 Aug 2021** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

AAS Technologies
Private Limited

Date: 13 July 2021

To,

Mr/Ms. Kakarla Baby Lakshmi Priyanka

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

2. You will be governed by the rules and regulations of the organization in force from time to time.

3. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.

4. In case you want to leave the organization; you have to give one month of advance notice.

You are requested to convey the acceptance of the appointment and report on **09 Aug 2021** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

PRINCIPAL
Avanthi Institute of Engg. & Tec
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

AAS Technologies
Private Limited

Date: 13 July 2021

To,

Mr/Ms. Kandukuri Phanideep

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

1. You will be paid salary of **Rs.7,500/-** (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

2. You will be governed by the rules and regulations of the organization in force from time to time.

3. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.

4. In case you want to leave the organization; you have to give one month of advance notice.

You are requested to convey the acceptance of the appointment and report on **09 Aug 2021** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

AAS Technologies
Private Limited

Date: 13 July 2021

To,

Mr/Ms. Kotha Sri Sai Rohith

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

2. You will be governed by the rules and regulations of the organization in force from time to time.

3. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.

4. In case you want to leave the organization; you have to give one month of advance notice.

You are requested to convey the acceptance of the appointment and report on **09 Aug 2021** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
Private Limited

Date: 13 July 2021

To,

Mr/Ms. Kumari Megha

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

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You are requested to convey the acceptance of the appointment and report on **09 Aug 2021** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

AAS Technologies
Private Limited

Date: 13 July 2021

To,

Mr/Ms. Priti Kumari

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

2. You will be governed by the rules and regulations of the organization in force from time to time.

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Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
Private Limited

Date: 13 July 2021

To,

Mr/Ms. Sudini Karthik Reddy

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

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Thanking you,

For AAS Technologies Pvt.Ltd

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Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Md), R.R.Dist

AAS Technologies
Private Limited

Date: 13 July 2021

To,

Mr/Ms. Velagala Vanitha

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

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Thanking you,

For AAS Technologies Pvt.Ltd

PRINCIPAL
Avanthi Institute of Engg. & Tech
R.R.Dist

AAS Technologies
Private Limited

Date: 13 July 2021

To,

Mr/Ms. Wepuri Vaishnavi

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

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Thanking you,

For AAS Technologies Pvt.Ltd

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Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

12 – Jun – 2020

ELTP / 2021

Subject: Letter of Intent to Hire

Dear Kasthuri Maneesh,

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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Upon confirmation of your acceptance to join, you will be required to join the company on **08 – 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:

1. 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.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. 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.
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5. Submit all necessary legal documentation pertaining to your employment.

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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

www.eidiko.com

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Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

EiDiKO

12 – Jun – 2020

ELTP / 2021

Subject: Letter of Intent to Hire

Dear Gollapelly Nagendra,

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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Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

12 – Jun – 2020

ELTP / 2021

Subject: Letter of Intent to Hire

Dear Eligeti Anil 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.

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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12 – Jun – 2020

ELTP / 2021

Subject: Letter of Intent to Hire

Dear D Ashok 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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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,

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Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

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Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

12 – Jun – 2020

ELTP / 2021

Subject: Letter of Intent to Hire

Dear Badisha Vamshi,

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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Wishing you all the best,

Yours sincerely,

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Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

EIDIKO

12 – Jun – 2020

ELTP / 2021

Subject: Letter of Intent to Hire

Dear G Chandana 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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Following are the details about Trainee Software Engineer Position:

Compensation

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EIDIKO

12 – Jun – 2020

ELTP / 2021

Subject: Letter of Intent to Hire

Dear Gurram Sowmya,

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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EiDiKO

12 – Jun – 2020

ELTP / 2021

Subject: Letter of Intent to Hire

Dear Maali Harika,

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

12 – Jun – 2020

ELTP / 2021

Subject: Letter of Intent to Hire

Dear Nallamala Jaswanth,

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Following are the details about Trainee Software Engineer Position:

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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
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EiDiKO

12 – Jun – 2020

ELTP / 2021

Subject: Letter of Intent to Hire

Dear Puli Pavankalyan,

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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12 – Jun – 2020

ELTP / 2021

Subject: Letter of Intent to Hire

Dear U Prashanth,

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12 – Jun – 2020

ELTP / 2021

Subject: Letter of Intent to Hire

Dear Vishnubhotla Durga Sri Valli,

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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12 – Jun – 2020

ELTP / 2021

Subject: Letter of Intent to Hire

Dear Nalla Haritha,

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12 – Jun – 2020

ELTP / 2021

Subject: Letter of Intent to Hire

Dear Panthangi Geetha,

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12 – Jun – 2020

ELTP / 2021

Subject: Letter of Intent to Hire

Dear Sargala Sharanya,

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12 – Jun – 2020

ELTP / 2021

Subject: Letter of Intent to Hire

Dear D Surya Prakash,

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12 – Jun – 2020

ELTP / 2021

Subject: Letter of Intent to Hire

Dear S Sai Mani Krishna,

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Date: 14-Dec-21

Dear Balusani Maruthi Kumar,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited
Welcome to CSS Corp Private Limited

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,938	71,250
House Rent Allowance	50%	On Basic	2,969	35,625
Statutory Bonus	As per the Act		1,188	14,256
Special Allowance*	Balancing Component		7,897	94,769
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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Date: 14-Dec-21

Dear Bandameedi Raju,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited
Welcome to CSS Corp Private Limited

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,938	71,250
House Rent Allowance	50%	On Basic	2,969	35,625
Statutory Bonus	As per the Act		1,188	14,256
Special Allowance*	Balancing Component		7,897	94,769
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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Date: 14-Dec-21

Dear Enugala Jeevan John Paul,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited
Welcome to CSS Corp Private Limited

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,938	71,250
House Rent Allowance	50%	On Basic	2,969	35,625
Statutory Bonus	As per the Act		1,188	14,256
Special Allowance*	Balancing Component		7,897	94,769
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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Date: 14-Dec-21

Dear Gattu Sindhuja,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited
Welcome to CSS Corp Private Limited

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,938	71,250
House Rent Allowance	50%	On Basic	2,969	35,625
Statutory Bonus	As per the Act		1,188	14,256
Special Allowance*	Balancing Component		7,897	94,769
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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Date: 14-Dec-21

Dear Jakkula Pavan Kumar,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000**/- (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited
Welcome to CSS Corp Private Limited

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,938	71,250
House Rent Allowance	50%	On Basic	2,969	35,625
Statutory Bonus	As per the Act		1,188	14,256
Special Allowance*	Balancing Component		7,897	94,769
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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Date: 14-Dec-21

Dear Kalvakol Manasa,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000**/- (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited
Welcome to CSS Corp Private Limited

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,938	71,250
House Rent Allowance	50%	On Basic	2,969	35,625
Statutory Bonus	As per the Act		1,188	14,256
Special Allowance*	Balancing Component		7,897	94,769
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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Date: 14-Dec-21

Dear Kothuri Saketh Ram,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited
Welcome to CSS Corp Private Limited

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,938	71,250
House Rent Allowance	50%	On Basic	2,969	35,625
Statutory Bonus	As per the Act		1,188	14,256
Special Allowance*	Balancing Component		7,897	94,769
Statutory Benefits				
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Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
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Night Shift Allowance (US)	22 days		3,300	39,600
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Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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Date: 14-Dec-21

Dear M Ganga Reddy,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited
Welcome to CSS Corp Private Limited

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,938	71,250
House Rent Allowance	50%	On Basic	2,969	35,625
Statutory Bonus	As per the Act		1,188	14,256
Special Allowance*	Balancing Component		7,897	94,769
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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Date: 14-Dec-21

Dear Md Ahimadh,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited
Welcome to CSS Corp Private Limited

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,938	71,250
House Rent Allowance	50%	On Basic	2,969	35,625
Statutory Bonus	As per the Act		1,188	14,256
Special Allowance*	Balancing Component		7,897	94,769
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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Date: 14-Dec-21

Dear Pannala Uma Reddy,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission./ fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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Avanthi Institute of Engg. & Tech
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.

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Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited
Welcome to CSS Corp Private Limited

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist.

Annexure 1				
Salary Working				
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,938	71,250
House Rent Allowance	50%	On Basic	2,969	35,625
Statutory Bonus	As per the Act		1,188	14,256
Special Allowance*	Balancing Component		7,897	94,769
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.

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Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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Date: 14-Dec-21

Dear Rafee Shaik,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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Avanthi Institute of Engg. & Tech
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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

to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited
Welcome to CSS Corp Private Limited

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,938	71,250
House Rent Allowance	50%	On Basic	2,969	35,625
Statutory Bonus	As per the Act		1,188	14,256
Special Allowance*	Balancing Component		7,897	94,769
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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Date: 14 Dec 2021

Dear Salluri Santhosh

Welcome to CSS Corp Private Limited (the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Engineer Trainee-Networking**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

2. **Training**: You are required to attend a classroom training/instructor led virtual training program on live project(s) for the initial 6 months, which term may be extended for further period(s), if required and at the sole discretion of the Company. Such training program includes soft skills, Technology, Product, Process and Tools training.

   During training, there would be continuous assessments to evaluate your learning curve. All trainees are required to meet the passing thresholds in order to move ahead with the training. Failing in 2 consecutive assessments will lead to termination of employment. On successful completion of entire training program, those who qualify in the mid assessments and final assessments will be confirmed. This would also be subject to your completion of Graduation and necessary HR formalities (BGV).

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of **Rs.3,20,000/- (Rupees Three Lakh Twenty Thousand only)** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of mandatory 'on project training', completion of probationary period and clearance of client assessment on your progress, your annual compensation may be increased by the Company, at its sole discretion, to **Rs 3,75,000 /- (Rupees Three Lakh Seventy-Five Thousand Only)**.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be **Rs.3,04,000/- (Rupees Three Lakh Four Thousand Only).**

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation maximum of **Rs.16,000/- (Rupees Sixteen Thousand Only).** The Annual Variable Compensation shall be calculated on the GrossCost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

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

6. **Location:** Your initial place of work will be **Chennai**. 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Time Zones:** You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

8. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

9. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) month notice in writing or Two (2) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving ninety (90) days' written notice or three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within two (2) years of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the

PRINCIPAL
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Guntlhapally (V), Abdullapurmet (Mdl) R.R.Dist

right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc.) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take

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Vanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer, and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notices. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board on or before **Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to SriMagesh.SrinivasaRao@csscorp.com before **15th April'22** else, this Offer letter stands void.

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Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Candidate Signature Date

For CSS Corp Private Limited

P R Manikantan
Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Annexure -1

Salary Working				
Designation:	**Engineer Trainee-Networking**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	7,600	91,200
House Rent Allowance	50%	On Basic	3,800	45,600
Statutory Bonus	As per the Act		1,520	18,240
Special Allowance*	Balancing Component		10,613	127,360
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**25,333**	**304,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		16,000
Total Variable Compensation**				**16,000**
Gross Cost to Company (CTC)				**320,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				

Statutory Deductions like: - Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
   i) Degree certificates and those of other professional qualifications
   ii) Photocopies of Certifications if any

2. Recent Color Photographs
   i) Passport size photographs – 4 Numbers for self
   ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)
   i) Last 3 months salary slips and/or copy of last salary revision
   ii) Relieving letter from last employer
   iii) Service certificates
   iv) References of two people with whom you have worked.
   v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
   i) Copy of Valid Passport and Valid Visas
   ii) Copy of PAN Card
   iii) Copy of Ration card / address proof
   iv) Details of immediate family members (name and ate of birth) for Medical Insurance
5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then: -

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

This is a computer-generated offer and does not require any signature

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Abdullapurmet (Mdl) R.R.Dist

Date: 14-Dec-21

Dear Srilekha,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited
Welcome to CSS Corp Private Limited

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,938	71,250
House Rent Allowance	50%	On Basic	2,969	35,625
Statutory Bonus	As per the Act		1,188	14,256
Special Allowance*	Balancing Component		7,897	94,769
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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Date: 14-Dec-21

Dear Syed Yakub Pasha,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited
Welcome to CSS Corp Private Limited

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,938	71,250
House Rent Allowance	50%	On Basic	2,969	35,625
Statutory Bonus	As per the Act		1,188	14,256
Special Allowance*	Balancing Component		7,897	94,769
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.

PRAVEEN PAUL
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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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Date: 14 Dec 2021

Dear Gadasandula Ramesh

Welcome to CSS Corp Private Limited (the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Engineer Trainee-Networking**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

2. **Training**: You are required to attend a classroom training/instructor led virtual training program on live project(s) for the initial 6 months, which term may be extended for further period(s), if required and at the sole discretion of the Company. Such training program includes soft skills, Technology, Product, Process and Tools training.

   During training, there would be continuous assessments to evaluate your learning curve. All trainees are required to meet the passing thresholds in order to move ahead with the training. Failing in 2 consecutive assessments will lead to termination of employment. On successful completion of entire training program, those who qualify in the mid assessments and final assessments will be confirmed. This would also be subject to your completion of Graduation and necessary HR formalities (BGV).

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of **Rs.3,20,000/- (Rupees Three Lakh Twenty Thousand only)** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of mandatory 'on project training', completion of probationary period and clearance of client assessment on your progress, your annual compensation may be increased by the Company, at its sole discretion, to **Rs 3,75,000 /- (Rupees Three Lakh Seventy-Five Thousand Only)**.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be **Rs.3,04,000/- (Rupees Three Lakh Four Thousand Only).**

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation maximum of **Rs.16,000/- (Rupees Sixteen Thousand Only).** The Annual Variable Compensation shall be calculated on the GrossCost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

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6. **Location:** Your initial place of work will be **Chennai**. 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Time Zones:** You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

8. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

9. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) month notice in writing or Two (2) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving ninety (90) days' written notice or three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within two (2) years of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the

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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc.) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take

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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer, and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notices. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board on or before **Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to SriMagesh.SrinivasaRao@csscorp.com before **15th April'22** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Candidate Signature Date

For CSS Corp Private Limited

P R Manikantan
Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure -1

Salary Working				
Designation:	**Engineer Trainee-Networking**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	7,600	91,200
House Rent Allowance	50%	On Basic	3,800	45,600
Statutory Bonus	As per the Act		1,520	18,240
Special Allowance*	Balancing Component		10,613	127,360
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**25,333**	**304,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		16,000
Total Variable Compensation**				**16,000**
Gross Cost to Company (CTC)				**320,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like: - Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
   i) Degree certificates and those of other professional qualifications
   II) Photocopies of Certifications if any
2. Recent Color Photographs
   i) Passport size photographs – 4 Numbers for self
   ii) Stamp size photographs – 2 Numbers for self
3. From previous employment(s)
   i) Last 3 months salary slips and/or copy of last salary revision
   ii) Relieving letter from last employer
   iii) Service certificates
   iv) References of two people with whom you have worked.
   v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
   i) Copy of Valid Passport and Valid Visas
   ii) Copy of PAN Card
   iii) Copy of Ration card / address proof
   Iv) Details of immediate family members (name and ate of birth) for Medical Insurance
5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then: -

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

This is a computer-generated offer and does not require any signature

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Vanthi Institute of Engg. & Tech
Ghanapally (V), Abdullapurmet (Mdl) R.R.Dist

Date: 14 Dec 2021

Dear Gara Dileep Kumar

Welcome to CSS Corp Private Limited (the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Engineer Trainee-Networking**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

2. **Training**: You are required to attend a classroom training/instructor led virtual training program on live project(s) for the initial 6 months, which term may be extended for further period(s), if required and at the sole discretion of the Company. Such training program includes soft skills, Technology, Product, Process and Tools training.

   During training, there would be continuous assessments to evaluate your learning curve. All trainees are required to meet the passing thresholds in order to move ahead with the training. Failing in 2 consecutive assessments will lead to termination of employment. On successful completion of entire training program, those who qualify in the mid assessments and final assessments will be confirmed. This would also be subject to your completion of Graduation and necessary HR formalities (BGV).

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of **Rs.3,20,000/- (Rupees Three Lakh Twenty Thousand only)** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of mandatory 'on project training', completion of probationary period and clearance of client assessment on your progress, your annual compensation may be increased by the Company, at its sole discretion, to **Rs 3,75,000 /- (Rupees Three Lakh Seventy-Five Thousand Only)**.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be **Rs.3,04,000/- (Rupees Three Lakh Four Thousand Only).**

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation maximum of **Rs.16,000/- (Rupees Sixteen Thousand Only).** The Annual Variable Compensation shall be calculated on the GrossCost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

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6. **Location:** Your initial place of work will be **Chennai**. 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Time Zones:** You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

8. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

9. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) month notice in writing or Two (2) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving ninety (90) days' written notice or three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within two (2) years of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the

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right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc.) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take

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any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer, and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notices. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board on or before **Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to SriMagesh.SrinivasaRao@csscorp.com before **15th April'22** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Candidate Signature Date

For CSS Corp Private Limited

P R Manikantan
Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure -1

Salary Working				
Designation:	**Engineer Trainee-Networking**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	7,600	91,200
House Rent Allowance	50%	On Basic	3,800	45,600
Statutory Bonus	As per the Act		1,520	18,240
Special Allowance*	Balancing Component		10,613	127,360
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Total Guaranteed Compensation (TGC)			**25,333**	**304,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		16,000
Total Variable Compensation**				**16,000**
Gross Cost to Company (CTC)				**320,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like: - Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
   i) Degree certificates and those of other professional qualifications
   ii) Photocopies of Certifications if any

2. Recent Color Photographs
   i) Passport size photographs – 4 Numbers for self
   ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)
   i) Last 3 months salary slips and/or copy of last salary revision
   ii) Relieving letter from last employer
   iii) Service certificates
   iv) References of two people with whom you have worked.
   v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
   i) Copy of Valid Passport and Valid Visas
   ii) Copy of PAN Card
   iii) Copy of Ration card / address proof
   iv) Details of immediate family members (name and ate of birth) for Medical Insurance
5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then: -

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

This is a computer-generated offer and does not require any signature

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Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Date: 14 Dec 2021

Dear Gottimukkula Priyanka

Welcome to CSS Corp Private Limited (the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Engineer Trainee-Networking**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

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1. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

2. **Training**: You are required to attend a classroom training/instructor led virtual training program on live project(s) for the initial 6 months, which term may be extended for further period(s), if required and at the sole discretion of the Company. Such training program includes soft skills, Technology, Product, Process and Tools training.

   During training, there would be continuous assessments to evaluate your learning curve. All trainees are required to meet the passing thresholds in order to move ahead with the training. Failing in 2 consecutive assessments will lead to termination of employment. On successful completion of entire training program, those who qualify in the mid assessments and final assessments will be confirmed. This would also be subject to your completion of Graduation and necessary HR formalities (BGV).

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of **Rs.3,20,000/- (Rupees Three Lakh Twenty Thousand only)** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of mandatory 'on project training', completion of probationary period and clearance of client assessment on your progress, your annual compensation may be increased by the Company, at its sole discretion, to **Rs 3,75,000 /- (Rupees Three Lakh Seventy-Five Thousand Only)**.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be **Rs.3,04,000/- (Rupees Three Lakh Four Thousand Only).**

3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation maximum of **Rs.16,000/- (Rupees Sixteen Thousand Only).** The Annual Variable Compensation shall be calculated on the GrossCost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

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6. **Location:** Your initial place of work will be **Chennai.** 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Time Zones:** You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

8. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

9. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) month notice in writing or Two (2) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving ninety (90) days' written notice or three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within two (2) years of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the

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Guntihanally (V), Abdullapurmet (Mdl) R.R.Dist

right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc.) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take

PRINCIPAL
Vanthi Institute of Engg. & Tech
Guntihapally (V). Abdullapurmet (Mdl) R.R.Dist

any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer, and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notices. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board on or before **Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to SriMagesh.SrinivasaRao@csscorp.com before **15th April'22** else, this Offer letter stands void.

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

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Candidate Signature Date

For CSS Corp Private Limited

P R Manikantan
Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Annexure -1

Salary Working				
Designation:	**Engineer Trainee-Networking**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	7,600	91,200
House Rent Allowance	50%	On Basic	3,800	45,600
Statutory Bonus	As per the Act		1,520	18,240
Special Allowance*	Balancing Component		10,613	127,360
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**25,333**	**304,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		16,000
Total Variable Compensation**				**16,000**
Gross Cost to Company (CTC)				**320,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like: - Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
   i) Degree certificates and those of other professional qualifications
   ii) Photocopies of Certifications if any
2. Recent Color Photographs
   i) Passport size photographs – 4 Numbers for self
   ii) Stamp size photographs – 2 Numbers for self
3. From previous employment(s)
   i) Last 3 months salary slips and/or copy of last salary revision
   ii) Relieving letter from last employer
   iii) Service certificates
   iv) References of two people with whom you have worked.
   v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
   i) Copy of Valid Passport and Valid Visas
   ii) Copy of PAN Card
   iii) Copy of Ration card / address proof
   iv) Details of immediate family members (name and ate of birth) for Medical Insurance
5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then: -

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

This is a computer-generated offer and does not require any signature

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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Date: 14 Dec 2021

Dear Kasthuri Manisha

Welcome to CSS Corp Private Limited (the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Engineer Trainee-Networking**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

2. **Training**: You are required to attend a classroom training/instructor led virtual training program on live project(s) for the initial 6 months, which term may be extended for further period(s), if required and at the sole discretion of the Company. Such training program includes soft skills, Technology, Product, Process and Tools training.

   During training, there would be continuous assessments to evaluate your learning curve. All trainees are required to meet the passing thresholds in order to move ahead with the training. Failing in 2 consecutive assessments will lead to termination of employment. On successful completion of entire training program, those who qualify in the mid assessments and final assessments will be confirmed. This would also be subject to your completion of Graduation and necessary HR formalities (BGV).

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of **Rs.3,20,000/- (Rupees Three Lakh Twenty Thousand only)** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of mandatory 'on project training', completion of probationary period and clearance of client assessment on your progress, your annual compensation may be increased by the Company, at its sole discretion, to **Rs 3,75,000 /- (Rupees Three Lakh Seventy-Five Thousand Only)**.

2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.3,04,000/- (Rupees Three Lakh Four Thousand Only).**

3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation maximum of **Rs.16,000/- (Rupees Sixteen Thousand Only).** The Annual Variable Compensation shall be calculated on the GrossCost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

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

6. **Location:** Your initial place of work will be **Chennai**. 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Time Zones:** You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

8. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

9. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) month notice in writing or Two (2) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving ninety (90) days' written notice or three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within two (2) years of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the

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

right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc.) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take

PRINCIPAL
Panthi Institute of Engg. & Tech
Panthihanallu (V), Abdullapurmet (Mdl) R.R.Dist

any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer, and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notices. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board on or before **Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to SriMagesh.SrinivasaRao@csscorp.com before **15th April'22** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Candidate Signature Date

For CSS Corp Private Limited

P R Manikantan
Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Ghanapur (V), Abdullapurmet (Mdl) R.R.Dist

Annexure -1

Salary Working				
Designation:	**Engineer Trainee-Networking**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	7,600	91,200
House Rent Allowance	50%	On Basic	3,800	45,600
Statutory Bonus	As per the Act		1,520	18,240
Special Allowance*	Balancing Component		10,613	127,360
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**25,333**	**304,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		16,000
Total Variable Compensation**				**16,000**
Gross Cost to Company (CTC)				**320,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like: - Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
   i) Degree certificates and those of other professional qualifications
   II) Photocopies of Certifications if any

2. Recent Color Photographs
   i) Passport size photographs – 4 Numbers for self
   ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)
   i) Last 3 months salary slips and/or copy of last salary revision
   ii) Relieving letter from last employer
   iii) Service certificates
   iv) References of two people with whom you have worked.
   v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
   i) Copy of Valid Passport and Valid Visas
   ii) Copy of PAN Card
   iii) Copy of Ration card / address proof
   iv) Details of immediate family members (name and ate of birth) for Medical Insurance
5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then: -

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

This is a computer-generated offer and does not require any signature

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Date: 14 Dec 2021

Dear Kethavath Aruna

Welcome to CSS Corp Private Limited (the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Engineer Trainee-Networking**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

2. **Training**: You are required to attend a classroom training/instructor led virtual training program on live project(s) for the initial 6 months, which term may be extended for further period(s), if required and at the sole discretion of the Company. Such training program includes soft skills, Technology, Product, Process and Tools training.

   During training, there would be continuous assessments to evaluate your learning curve. All trainees are required to meet the passing thresholds in order to move ahead with the training. Failing in 2 consecutive assessments will lead to termination of employment. On successful completion of entire training program, those who qualify in the mid assessments and final assessments will be confirmed. This would also be subject to your completion of Graduation and necessary HR formalities (BGV).

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of **Rs.3,20,000/- (Rupees Three Lakh Twenty Thousand only)** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of mandatory 'on project training', completion of probationary period and clearance of client assessment on your progress, your annual compensation may be increased by the Company, at its sole discretion, to **Rs 3,75,000 /- (Rupees Three Lakh Seventy-Five Thousand Only)**.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be **Rs.3,04,000/- (Rupees Three Lakh Four Thousand Only).**

3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation maximum of **Rs.16,000/- (Rupees Sixteen Thousand Only).** The Annual Variable Compensation shall be calculated on the GrossCost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

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6. **Location:** Your initial place of work will be **Chennai**. 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Time Zones:** You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

8. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

9. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) month notice in writing or Two (2) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving ninety (90) days' written notice or three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within two (2) years of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the

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right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc.) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take

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any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer, and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notices. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board on or before **Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to SriMagesh.SrinivasaRao@csscorp.com before **15th April'22** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Candidate Signature Date

For CSS Corp Private Limited

P R Manikantan
Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure -1

Salary Working				
Designation:	**Engineer Trainee-Networking**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	7,600	91,200
House Rent Allowance	50%	On Basic	3,800	45,600
Statutory Bonus	As per the Act		1,520	18,240
Special Allowance*	Balancing Component		10,613	127,360
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**25,333**	**304,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		16,000
Total Variable Compensation**				**16,000**
Gross Cost to Company (CTC)				**320,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		

Deductions

Statutory Deductions like: - Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
   i) Degree certificates and those of other professional qualifications
   II) Photocopies of Certifications if any
2. Recent Color Photographs
   i) Passport size photographs – 4 Numbers for self
   ii) Stamp size photographs – 2 Numbers for self
3. From previous employment(s)
   i) Last 3 months salary slips and/or copy of last salary revision
   ii) Relieving letter from last employer
   iii) Service certificates
   iv) References of two people with whom you have worked.
   v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
   i) Copy of Valid Passport and Valid Visas
   ii) Copy of PAN Card
   iii) Copy of Ration card / address proof
   iv) Details of immediate family members (name and ate of birth) for Medical Insurance
5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then: -

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

This is a computer-generated offer and does not require any signature

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Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Date: 14 Dec 2021

Dear Myla Sai Jaideep

Welcome to CSS Corp Private Limited (the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Engineer Trainee-Networking**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

2. **Training**: You are required to attend a classroom training/instructor led virtual training program on live project(s) for the initial 6 months, which term may be extended for further period(s), if required and at the sole discretion of the Company. Such training program includes soft skills, Technology, Product, Process and Tools training.

   During training, there would be continuous assessments to evaluate your learning curve. All trainees are required to meet the passing thresholds in order to move ahead with the training. Failing in 2 consecutive assessments will lead to termination of employment. On successful completion of entire training program, those who qualify in the mid assessments and final assessments will be confirmed. This would also be subject to your completion of Graduation and necessary HR formalities (BGV).

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of **Rs.3,20,000/- (Rupees Three Lakh Twenty Thousand only)** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of mandatory 'on project training', completion of probationary period and clearance of client assessment on your progress, your annual compensation may be increased by the Company, at its sole discretion, to **Rs 3,75,000 /- (Rupees Three Lakh Seventy-Five Thousand Only)**.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be **Rs.3,04,000/- (Rupees Three Lakh Four Thousand Only).**

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation maximum of **Rs.16,000/- (Rupees Sixteen Thousand Only).** The Annual Variable Compensation shall be calculated on the GrossCost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

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6. **Location:** Your initial place of work will be **Chennai**. 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 transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Time Zones:** You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

8. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

9. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) month notice in writing or Two (2) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving ninety (90) days' written notice or three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within two (2) years of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the

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Sathi Institute of Engg. & Tech
Suntihapally (V), Abdullapurmet (Mdl) R.R.Dist

right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc.) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take

Chaithi Institute of Engg. & Tech.
Cuntihapally (V), Abdullapurmet (Md), R.R.Dist

any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer, and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** 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 of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notices. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board on or before **Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to SriMagesh.SrinivasaRao@csscorp.com before **15th April'22** else, this Offer letter stands void.

Vanthi Institute of Engg. & Tech.
Puntihapally (V), Abdullapurmet (Mdl) R.R.Dist

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Candidate Signature Date

For CSS Corp Private Limited

P R Manikantan
Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Annexure -1

Salary Working				
Designation:	**Engineer Trainee-Networking**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	7,600	91,200
House Rent Allowance	50%	On Basic	3,800	45,600
Statutory Bonus	As per the Act		1,520	18,240
Special Allowance*	Balancing Component		10,613	127,360
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**25,333**	**304,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		16,000
Total Variable Compensation**				**16,000**
Gross Cost to Company (CTC)				**320,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like: - Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

PRINCIPAL
Sri Sai Ram Institute of Engg. & Tech
Nallakalvu (V), Abdullapurmet (Mdl) R.R.Dist

Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
   i) Degree certificates and those of other professional qualifications
   ii) Photocopies of Certifications if any

2. Recent Color Photographs
   i) Passport size photographs – 4 Numbers for self
   ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)
   i) Last 3 months salary slips and/or copy of last salary revision
   ii) Relieving letter from last employer
   iii) Service certificates
   iv) References of two people with whom you have worked.
   v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
   i) Copy of Valid Passport and Valid Visas
   ii) Copy of PAN Card
   iii) Copy of Ration card / address proof
   iv) Details of immediate family members (name and ate of birth) for Medical Insurance
5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then: -

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

This is a computer-generated offer and does not require any signature

PRINCIPAL
Vanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Dear Srinivas Ramgiri,

Date: 09/01/2021

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.

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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. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Dear Kalyanapu Nagendrababu,

Date: 09/01/2021

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For TekWorks Enterprise Solutions Pvt Ltd.,

G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Vanthi Institute of Engg. & Tech
Puntihapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Dear Kurada Sai Phani Bharghavi,

Date: 09/01/2021

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G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
...anthi Institute of Engg. & Tech
...thapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Dear Jabbu Shivakumar,

Date: 09/01/2021

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For TekWorks Enterprise Solutions Pvt Ltd.,

G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Sunthi Institute of Engg. & Tech
Guntlihapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Dear Akshinthala Supriya,

Date: 09/01/2021

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For TekWorks Enterprise Solutions Pvt Ltd.,

G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Vyanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Md!) R.R.Dist

TekWorks

Dear Sirra Pruthvi Goud,

Date: 09/01/2021

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For TekWorks Enterprise Solutions Pvt Ltd.,

G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Vyanthi Institute of Engg. & Tech
Suntihapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Dear Merugu Bhanu,

Date: 09/01/2021

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G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Vanthi Institute of Engg. & Tech
Guntihapally (V). Abdullapurmet (Mdl) R.R.Dist

TekWorks

Dear Aluru Harshavardhan Reddy,

Date: 09/01/2021

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G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cuntihapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Dear Amgoth Balakoti,

Date: 09/01/2021

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For TekWorks Enterprise Solutions Pvt Ltd.,

G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Vanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Dear Battula Kasthuri,

Date: 09/01/2021

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G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Vanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Dear Chada Sai Vaishnavi,

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G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Vyanthi Institute of Engg. & Tech
Suntihapally (V). Abdullapurmet (Mdl) R.R.Dist

TekWorks

Dear Duddeda Raju,

Date: 09/01/2021

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G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Dear Duggurwar Abhishek,

Date: 09/01/2021

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Sridhar Tirumala

Managing Director

PRINCIPAL
Vanthi Institute of Engg. & Tech
Ibrahimpally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Dear Gangineni Sai Kiran,

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Sridhar Tirumala

Managing Director

PRINCIPAL

Vanthi Institute of Engg. & Tech

Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Dear Gantla Achyutha Reddy,

Date: 09/01/2021

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Sridhar Tirumala

Managing Director

PRINCIPAL
Vanthi Institute of Engg. & Tech
Puntihapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Dear Kandivalasa Surendra,

Date: 09/01/2021

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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. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
nthi Institute of Engg. & Tech
R.R.Dist

TekWorks

Dear Kottala Pragna,

Date: 09/01/2021

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.

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G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL

anthi Institute of Engg. & Tech

R.R.Dist

TekWorks

Dear Santosh Banda,

Date: 09/01/2021

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For TekWorks Enterprise Solutions Pvt Ltd.,

G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
anthi Institute of Engg. & Tech
Abdullapurmet (Mdl) R.R.Dist

TekWorks

Date: 09/01/2021

Dear Silveru Ravi 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.

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For TekWorks Enterprise Solutions Pvt Ltd.,

G. Sridhar

Sridhar Tirumala
Managing Director

PRINCIPAL
anthi Institute of Engg. & Tech
R.R.Dist

TekWorks

Dear Yadlapalli Avinash,

Date: 09/01/2021

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For TekWorks Enterprise Solutions Pvt Ltd.,

G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL

yanthi Institute of Engg. & Tech

Ghatkesar (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Dear Yalamaddi Vamshi,

Date: 09/01/2021

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.

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For TekWorks Enterprise Solutions Pvt Ltd.,

G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), [illegible]

TekWorks

Date: 09/01/2021

Dear Rafee Shaik,

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.

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For TekWorks Enterprise Solutions Pvt Ltd.,

G. Sridhar

Sridhar Tirumala
Managing Director

PRINCIPAL
Vanthi Institute of Engg. & Tech
Abdullapurmet (Md) R.R.Dist

TekWorks

Date: 09/01/2021

Dear Sangepu Rajeshwari,

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.

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For TekWorks Enterprise Solutions Pvt Ltd.,

G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Avanthi Institute of Engg. & Tech

TekWorks

Dear Vankudothu Shankar,

Date: 09/01/2021

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Sridhar Tirumala

Managing Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Dear Bathula Sravan Kumar,

Date: 09/01/2021

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For TekWorks Enterprise Solutions Pvt Ltd.,

G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Vanthi Institute of Engg. & Tech

TekWorks

Dear Kanakam Usha Kiran,

Date: 09/01/2021

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Managing Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Date: 09/01/2021

Dear Akula Rajkumar,

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Sridhar Tirumala

Managing Director

PRINCIPAL
.nthi Institute of Engg. & Tech
..ibanally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Date: 09/01/2021

Dear Baljapalli Shiva Kumar,

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Sridhar Tirumala

Managing Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
Duntibanally (V), Abdullapurmet (M), R.R.Dist

TekWorks

Dear Chowtakuri Nikhitha,

Date: 09/01/2021

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G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL

Vanthi Institute of Engg. & Tech

TekWorks

Date: 09/01/2021

Dear Birader Pranitha,

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G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL

nthi Institute of Engg. & Tech

TekWorks

Date: 09/01/2021

Dear Ch Mounika,

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G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Vanthi Institute of Engg. & Tech
Guntihapally (V). Abdullapurmet (Mdl) R.R.Dist

IITLABS

Date: 22/06/2021

OFFER LETTER

To,
Name: ANUMULA MANISHA,

With Reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization, as:

Designation: "ASSOCIATE TRAINEE ENGINEER"

Your initial place of work will be IITLABS, NIZAMPET. Your services, based on job requirement, may however be transferred to any of our other plant/units/division/associate concerns whether in existence or planned in the future, with in India or abroad.

You will be placed on a probationary for 3 months, during which your performance will be regularly reviewed. After. The probationary period, based on your performance and the. Growth of our company, your growth plan and remuneration can becarved. A detailed appointment letter outlining the terms &conditions of your appointment will be issued to you on your joining us.

You are required to join the company by October 30th 2021. If this presents any concern/s, please let us know at your earliest convenience. If you are able to commence at an earlier date, we would be very delighted.

On acceptance of above terms and conditions you are required to produce the following on joining date: proper Identification document, the original mark sheets, relieving documents with you on your first day, which shall be returned after scrutiny, with a copy of each along with three recent passport size photographs.

For any further clarification about this offer, feel free to call me.

Sincerely,

[Signature]
P. Yashwanth Gold
9030707871
Hiring Coordinator, Human Resources

IIT LABS Pvt. Ltd. HYD-85 Nizampet

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

IITLABS

Date: 22/06/2021

OFFER LETTER

To,
Name: BATHINI GOPI,

With Reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization, as:

Designation: "ASSOCIATE TRAINEE ENGINEER"

Your initial place of work will be IITLABS, NIZAMPET. Your services, based on job requirement, may however be transferred to any of our other plant/units/division/associate concerns whether in existence or planned in the future, with in India or abroad.

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Sincerely,

[Signature]
P.Yashwanth Gouda
9030707871
Hiring Coordinator, Human Resources

IIT LABS Pvt. Ltd. HYD-85 Nizampet

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

IITLABS

Date: 22/06/2021

OFFER LETTER

To,
Name: CHINNI SAI VIKAS,

With Reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization, as:

Designation: "ASSOCIATE TRAINEE ENGINEER"

Your initial place of work will be IITLABS, NIZAMPET. Your services, based on job requirement, may however be transferred to any of our other plant/units/division/associate concerns whether in existence or planned in the future, with in India or abroad.

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[Signature]

P. Yashwanth Gowd

9030707871

Hiring Coordinator, Human Resources

IIT LABS Pvt. Ltd. HYD-85 Nizampet

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihanally (V), Abdullapurmet (Mdl) R.R.Dist

IITLABS

Date: 22/06/2021

OFFER LETTER

To,
Name: DEGALA YESASWINI,

With Reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization, as:

Designation: "ASSOCIATE TRAINEE ENGINEER"

Your initial place of work will be IITLABS, NIZAMPET. Your services, based on job requirement, may however be transferred to any of our other plant/units/division/associate concerns whether in existence or planned in the future, with in India or abroad.

You will be placed on a probationary for 3 months, during which your performance will be regularly reviewed. After. The probationary period, based on your performance and the. Growth of our company, your growth plan and remuneration can becarved. A detailed appointment letter outlining the terms &conditions of your appointment will be issued to you on your joining us.

You are required to join the company by October 30th 2021. If this presents any concern/s, please let us know at your earliest convenience. If you are able to commence at an earlier date, we would be very delighted.

On acceptance of above terms and conditions you are required to produce the following on joining date: proper Identification document, the original mark sheets, relieving documents with you on your first day, which shall be returned after scrutiny, with a copy of each along with three recent passport size photographs.

For any further clarification about this offer, feel free to call me.

Sincerely,

[Signature]
P.Yashwanth Gold
9030707871
Hiring Coordinator, Human Resources

IIT LABS Pvt. LTD. HYD-85 Nizampet

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V). Abdullapurmet (Mdl) R.R.Dist

IITLABS

Date: 22/06/2021

OFFER LETTER

To,
Name: KARMOLLA GOPAL,

With Reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization, as:

Designation: "ASSOCIATE TRAINEE ENGINEER"

Your initial place of work will be IITLABS, NIZAMPET. Your services, based on job requirement, may however be transferred to any of our other plant/units/division/associate concerns whether in existence or planned in the future, with in India or abroad.

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Sincerely,

[Signature]

P. Yashwanth Gopal

9030707871

Hiring Coordinator, Human Resources

IIT LABS Pvt. Ltd. HYD-85 Nizampet

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

IITLABS

Date: 22/06/2021

OFFER LETTER

To,
Name: M CHAITANYA REDDY,

With Reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization, as:

Designation: "ASSOCIATE TRAINEE ENGINEER"

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For any further clarification about this offer, feel free to call me.

Sincerely,

[Signature]
P.Yashwanth Gouda
9030707874
Hiring Coordinator, Human Resources

IIT LABS Pvt. Ltd. HYD-85 Nizampet

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

IITLABS

Date: 22/06/2021

OFFER LETTER

To,
Name: MARIYAMMA SRIRAMA,

With Reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization, as:

Designation: "ASSOCIATE TRAINEE ENGINEER"

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Sincerely,

[Signature]

P.Yashwanth Gouda

9030707871

Hiring Coordinator, Human Resources

IIT LABS Pvt. Ltd. HYD-85 Nizampet

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

IITLABS

Date: 22/06/2021

OFFER LETTER

To,
Name: NADIMPALLY ANUSHA,

With Reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization, as:

Designation: "ASSOCIATE TRAINEE ENGINEER"

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Sincerely,

[Signature]
P.Yashwanth Gold
9030707871
Hiring Coordinator, Human Resources

IIT LABS Pvt. LTD. HYD-85 Nizampet

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

IITLABS

Date: 22/06/2021

OFFER LETTER

To,
Name: NAYIKOTI RAMKUMAR,

With Reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization, as:

Designation: "ASSOCIATE TRAINEE ENGINEER"

Your initial place of work will be IITLABS, NIZAMPET. Your services, based on job requirement, may however be transferred to any of our other plant/units/division/associate concerns whether in existence or planned in the future, with in India or abroad.

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Sincerely,

[Signature]

P. Yashwanth Gouda

9030707871

Hiring Coordinator, Human Resources

IITLABS Pvt. Ltd. HYD-85 Nizampet

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 09.03.2021

Dear Apoori Srilatha,

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, 12th, 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

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 09.03.2021

Dear Ayush Kumar Jain,

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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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 09.03.2021

Dear Gangi Daveed,

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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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 09.03.2021

Dear Jyothi Nimmala,

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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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 09.03.2021

Dear M D Ameer Sohail,

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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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 09.03.2021

Dear Maddela Aravind,

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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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V). Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 09.03.2021

Dear Mekala Hari Krishna,

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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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 09.03.2021

Dear Pakala Srikanth,

Congratulations!!!
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gantibanally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 09.03.2021

Dear Prathikantam Nikith Raju,

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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Talent Acquisition
Sutherland

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntibanally (V), Abdullapurmet (Mdl) R.R.Dist.

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 09.03.2021

Dear Ramavath Ravi Kumar,

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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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 09.03.2021

Dear Sappidi Karthik,

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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- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V). Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 09.03.2021

Dear Sourabh Patel,

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, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 09.03.2021

Dear Madhu Yadav G,

Congratulations!!!
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihanally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 09.03.2021

Dear Takur Ajay,

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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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 09.03.2021

Dear Eega Manideep 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.

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 09.03.2021

Dear Gaddam Praveen,

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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Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 09.03.2021

Dear Jatavath Rajendar Naik,

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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Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 09.03.2021

Dear Musham Deepika,

Congratulations!!!
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Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 09.03.2021

Dear Nadimpally Anusha,

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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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear MADAKA RAJU,

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.
Ph:+91-44-22668808/22663380, Fax:+91-44-22788177

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Date: 25/11/2021

To
Bathula Sulochana,
9177606841.

Dear Bathula Sulochana,

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 10,000 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 **2021.** We look forward to you beginning your career with **our Training Program** within 1st week of Dec **2021.**

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. Sridhar

Sridhar Tirumala
Managing Director

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

DXCTechnology

Date: 18/11/2021

Dear BUYYA AKHIL GOUD,

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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We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

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Registered Office:
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

ELTP / 2021

11-Nov-2021

Subject: Letter of Intent to Hire

Dear CH. Rajesh,

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 Business Developer** 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-November-2021,** 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 15-**Nove-2021** or inform the HR about any delay in joining date with a genuine reason, failingwhich our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

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:

1. 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.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. 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.
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

www.eidiko.com

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

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

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

www.eidiko.com

Eidiko

+91 40-33182600 info@eidiko.com

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

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

DXCTechnology

Date: 18/11/2021

Dear CHOUDOJU 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.

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Yours Sincerely,

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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Palle Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

21/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear D Navya (Avanthi institute of engineering and technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

The program will begin from (November) 21/11/2022 Course Duration (3.5 month)
The Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dotnet based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

PRINCIPAL

Avanthi Institute of Engg. & Tech.
Tummalapalli (V), Gollapudi (Md), R.R.Dist

Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engg. & Tech

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 16.12.2021

Dear

DASARI SAINATH

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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Yours sincerely,
Talent Acquisition
Sutherland

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

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 18.11.2021

Dear DEVARAKONDA PAVANI,

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, 12th, 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, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihanally (V), Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear ENTHALA LAHARI,

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.
Ph:+91-44-22668808/22663380, Fax:+91-44-22788177

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear ETIKALA RANJITH,

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 16.12.2021

Dear

G.PRASHANTHI

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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Yours sincerely,
Talent Acquisition
Sutherland

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntibanally (V), Abdullapurmet (Mdl) R.R.Dist

14

TekWorks

Date: 28/11/2021

To
Golusula Ramesh,
9505796513.

Dear Golusula Ramesh,

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 10,000 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 **2021.** We look forward to you beginning your career with **our Training Program** within 1st week of Dec **2021.**

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. Sridhar

Sridhar Tirumala
Managing Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear GUNDEMONI SRIKANTH,

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.
Ph:+91-44-22668808/22663380, Fax:+91-44-22788177

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

DXCTechnology

Date: 18/11/2021

Dear GUNTI MAHESH CHARY,

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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We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Date: 28/11/2021

To
Gujjela Srilatha,
8919326968.

Dear Gujjela Srilatha,

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 10,000 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 **2021.** We look forward to you beginning your career with **our Training Program** within 1st week of Dec **2021.**

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. Sridhar

Sridhar Tirumala
Managing Director

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

18

Palle Technologies
LEADERS IN TECHNOLOGY TRAINING
SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

22/10/2022

Letter of Intent –Free Training and Placement under CSR

Dear Kallu Rdhika (Avanthi institute of engineering and technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

The program will begin from (November) 22/10/2022 Course Duration (3.5 month)
The Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dotnet based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

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

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SOFTWARE TRAINING | OUT SOURCING | SOLUTION
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Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
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17 20

ELTP / 2021

11-Feb-2021

Subject: Letter of Intent to Hire

Dear Kasoji Padmini,

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 Business Developer** 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 18-**Nov-2021,** 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 18-**Nov-2021** 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 Business Developer:

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:

1. 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.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. 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.
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

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

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.c

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

www.eidiko.co

Eidiko

+91 40-33182600 info@eidiko.com

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntlhapally (V), Abdullapurmet (Mdl) R.R Dist

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Palle Technologies
LEADERS IN TECHNOLOGY TRAINING
SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

21/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear Kodagandla Ramesh (Avanthi institute of engineering and technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

The program will begin from (November) 21/11/2022 Course Duration (3.5 month)
The Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dotnet based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

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

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Mandatory Requirements while joining:

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(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

PRINCIPAL

ELTP / 2021

11-Nov-2021

Subject: Letter of Intent to Hire

Dear KONUGANTI 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 Business Developer** 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-Nov-2021,** 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 25-**Nov-2021** 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 Business Developer:

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:

1. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
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2. 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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Wishing you all the best,

Yours sincerely,

Ratan Siripurapu
Vice President - Operations
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Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

DXCTechnology

Date: 18/11/2021

Dear KOORA SAIKUMAR,

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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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.
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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Palle Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

23/11/2021

Letter of Intent –Free Training and Placement under CSR

Dear Lingampally Shiva (Avanthi institute of engineering and technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

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7. Mock HR interviews
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We look forward to welcome you on board.Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 16.12.2021

Dear

MUGULA PRASHANTH

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, 12th, 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

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Tummaloor (V), Abdullapurmet (Mdl) R.R.Dist.

This is a digitally generated soft copy hence a signature is not required

DXCTechnology

Date: 18/11/2021

Dear MOHAMMED NASREEN,

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.
Ph:+91-44-22668808/22663380, Fax:+91-44-22788177

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear NAKKA ANIL,

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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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear N SHIVA KUMAR,

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Gunthapally (V), Abdullapurmet (M), R.R.Dist

Palle Technologies
LEADERS IN TECHNOLOGY TRAINING
SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

24/11/2021

Letter of Intent –Free Training and Placement under CSR

Dear P Swathi Reddy (Avanthi institute of engineering and technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

The program will begin from (November) 24/11/2021 Course Duration (3.5 month)
The Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dotnet based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

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

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com, website : www.techpalle.com

Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

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

ELTP / 2021

22nd November,2021

Subject: Letter of Intent to Hire

Dear Palewar Tejaswini,

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 Business Developer** 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 **25-November-2021,** 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 Business Developer:

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:

1. 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.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. 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.
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

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

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

www.eidiko.co

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

www.eidiko.co

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

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

TekWorks

28

Date: 20/11/2021

To
Pasunuri Rushikesh,
9254786589.

Dear P Rushikesh,

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 10,000 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 **2021.** We look forward to you beginning your career with **our Training Program** within 1st week of Dec **2021.**

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. Sridhar

Sridhar Tirumala
Managing Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V). Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear PISKA KARUN,

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.
Ph:+91-44-22668808/22663380, Fax: +91-44-22788177

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear POLOJU VIKAS,

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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Thanking you,
Yours Sincerely,

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear POONDRA ANJALI,

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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Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

40

ELTP / 2021

18-Nov-2021

Subject: Letter of Intent to Hire

Dear Racherla Sowmya ,

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 Business Developer** 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 **18-Nov-2021,** 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 25-**Nove-2021** or inform the HR about any delay in joining date with a genuine reason, failingwhich our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

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:

1. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
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2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. 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.
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

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

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.com

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

www.eidiko.co

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DXCTechnology

Date: 18/11/2021

Dear RANGA SHIVANI,

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Vice President – Human Resources

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear REETESH KUMAR MEHTA,

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.

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Vice President – Human Resources

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear S SHEKAR,

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Vice President – Human Resources

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear SALENDRA ANVESH,

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.

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Lokendra Panth
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Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Palle Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

22/10/2022

Letter of Intent –Free Training and Placement under CSR

Dear Vadlakonda Supritha (Avanthi institute of engineering and technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

The program will begin from (November) 22/10/2022 Course Duration (3.5 month)
The Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dotnet based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cummadavalli, A.N. Abdullapurmet (Mdl) R.R.Dist

Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Sreenidhi Institute of Engg. & Tech

DXCTechnology

Date: 18/11/2021

Dear VEMULA GANESH,

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.
Ph:+91-44-22668808/22663380, Fax:+91-44-22788177

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

49

TekWorks

Date: 20/11/2021

To
Yellaniki Ramya,
8647924555.

Dear Yellaniki Ramya,

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 10,000 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 **2021.** We look forward to you beginning your career with **our Training Program** within 1st week of Dec **2021.**

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. Sridhar

Sridhar Tirumala
Managing Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

50

Palle® Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

21/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear Burukunta Pranathi (Avanthi institute of engineering and technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

The program will begin from (November) 21/11/2022 Course Duration (3.5 month)
The Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dotnet based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

PRINCIPAL

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

Palle® Technologies
LEADERS IN TECHNOLOGY TRAINING
SOFTWARE TRAINING | OUT SOURCING | SOLUTION
ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

DXCTechnology

Date: 18/11/2021

Dear KANDHI MAMATHA,

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.
Ph:+91-44-22668808/22663380, Fax:+91-44-22788177

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V). Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear YARRAMATI HARISH,

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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We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 18.12.2021

Dear

MEDIPALLY POOJA

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, 12th, 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, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

~~44~~ 55

EIDIKO

ELTP / 2021

11-Nov-2021

Subject: Letter of Intent to Hire

Dear Rakesh Manish 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 Business Developer** 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 11-**Nov-2021** 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 Business Developer:

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:

1. 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.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. 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.
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

www.eidiko.com

PRINCIPAL
Avanthi Institute of Engg. & Tech
Avanthipally (V), Abdullapurmet (Mdl), R.R.Dist

+91 40-33182600 info@eidiko.com

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,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

www.eidiko.com

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

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Palle Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

22/11/2021

Letter of Intent –Free Training and Placement under CSR

Dear Surapalli Sai Kumar (Avanthi institute of engineering and technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

The program will begin from (November) 22/11/2021 Course Duration (3.5 month)
The Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dotnet based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

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

Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

We look forward to welcome you on board.Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear PAPPULA NARAYANA 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.

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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

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Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380, Fax:+91-44-22788177

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear D LAXMANUDU,

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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We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

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Unit 13, Block 4, IMF Building, Chennai – 600 045.
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Date: 20/11/2021

To
M Vishal,
9000166811.

Dear M Vishal,

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 10,000 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 **2021.** We look forward to you beginning your career with **our Training Program** within 1st week of Dec **2021.**

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. Sridhar

Sridhar Tirumala
Managing Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntimadugu (V), Abdullapurmet (Mdl) R.R.Dist

65

49

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : **22**.11.2021

Dear

PULLA SWETHA

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, 12th, 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

PRINCIPAL
Avanthi Institute of Engg & Tech
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc-A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

50

66

ELTP / 2020

11-Nov-2021

Subject: Letter of Intent to Hire

Dear M Nageshwar 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 Business Developer** 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-Nov-2021,** 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 15-**Nov-2021** 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 Business Developer:

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:

1. 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.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. 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.
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

PRINCIPAL
Vignana Bharathi Institute of Engg. & Tech
Ghanpur (V), Ibrahimpatnam (Md), R.R.Dist

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.com

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

www.eidiko.com

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

TekWorks

Date: 25/11/2021

To
Balla Bhanu,
9394523511.

Dear Balla Bhanu,

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 10,000 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 **2021.** We look forward to you beginning your career with **our Training Program** within 1st week of Dec **2021.**

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. Sridhar

Sridhar Tirumala
Managing Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear PUSHADAPU SIVA SANKAR,

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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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

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear Y SANDEEP KUMAR,

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)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380, Fax:+91-44-22788177

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear BODISE SONI,

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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Vice President – Human Resources

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PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear D RAMUDU,

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.

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

ELTP / 2021

15-Nove-2021

Subject: Letter of Intent to Hire

Dear Dasari Anusha,

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 Business Developer** 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 **25-Nov-2021,** 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 Business Developer:

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:

1. 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.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. 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.
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

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

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.co

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

www.eidiko.co

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntipally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

Date: 25/11/2021

To
Gudepu Nikhil,
8185902413.

Dear Gudepu Nikhil,

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 10,000 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 **2021.** We look forward to you beginning your career with **our Training Program** within 1st week of Dec **2021.**

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. Sridhar

Sridhar Tirumala
Managing Director

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 16.12.2021

Dear

NEELAM NEELIMA

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, 12th, 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

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

Palle Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

21/11/2021

Letter of Intent –Free Training and Placement under CSR

Dear Velpula Madhu (Avanthi institute of engineering and technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

The program will begin from (November) 25/11/2021 Course Duration (3.5 month)
The Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dotnet based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

PRINCIPAL

Avanthi Institute of Engg. & Tech

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engg. & Tech
Hyderabad-501 301, Abdullapurmet (Mdl) R.R.Dist

90

64

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 16.12.2021

Dear

RAPOLU SUSHMA

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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- 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

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

This is a digitally generated soft copy hence a signature is not required

DXCTechnology

Date: 18/11/2021

Dear VYASABHATTU PAVANRAJ,

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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We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

~~03~~

TekWorks

Date: 10/11/2021

To
Kandhikanti Mounika,
9285627732.

Dear Kandhikanti Mounika,

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 10,000 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 **2021.** We look forward to you beginning your career with **our Training Program** within 1st week of Dec **2021.**

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. Sridhar

Sridhar Tirumala
Managing Director

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihanally (V), Abd...

DXCTechnology

Date: 18/11/2021

Dear MITAI SANDHYA,

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.

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Palle® Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

18/08/2021

Letter of Intent –Free Training and Placement under CSR

Dear, ANDI REKHA (Avanthi institute of engineering and technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

The program will begin from (September) 21/09/2021 Course Duration (3.5 month)
The Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dot net based on student choice.
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11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
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(5) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abd...

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 28.11.2021

Dear,

CH. SRINIVAS

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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- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

TekWorks

Date: 28/11/2021

To
Siddagoni Teja,
9678796515.

Dear Siddagoni Teja,

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 10,000 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.,

G. Sridhar

Sridhar Tirumala
Managing Director

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

TekWorks

Date: 22/11/2021

To
Vadla Sai Sruthi,
9966781522.

Dear Vadla Sai Sruthi,

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.

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For TekWorks Enterprise Solutions Pvt Ltd.,

G. Sridhar

Sridhar Tirumala
Managing Director

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

DXCTechnology

Date: 18/11/2021

Dear ANANTHARAPU SURESH,

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 22.11.2021

Dear

GANORE RAKESH

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, 12th, 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

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 28.11.2021

Dear,

NAGARAJU POGAKU,

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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PRINCIPAL
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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Palle Technologies

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SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

20/08/2021

Letter of Intent –Free Training and Placement under CSR

Dear, BOBBA VENKATALAXMI (Avanthi institute of engineering and technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

The program will begin from (September) 04/09/2020 Course Duration (3.5 month)
The Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dot net based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

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

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

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

DXCTechnology

Date: 18/11/2021

Dear GODUGU RAKESH,

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.
Ph:+91-44-22668808/22663380, Fax:+91-44-22788177

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

DXCTechnology

Date: 18/11/2021

Dear KOLIPAKA ALEKYA,

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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Lokendra Panth
Vice President – Human Resources

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Palle Technologies

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SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

22/09/2021

Letter of Intent –Free Training and Placement under CSR

Dear, G NAVYA (Avanthi institute of engineering and technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

The program will begin from (November) 05/10/2021 Course Duration (3.5 month)
The Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dot net based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R.Dt.

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

ELTP / 2021

11-Aug-2021

Subject: Letter of Intent to Hire

Dear Gunaganti Ravi Teja,

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 Business Developer** 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-Aug-2021,** 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 Business Developer:

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:

1. 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.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. 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.
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

www.eidiko.co

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

+91 40-33182600 info@eidiko.com

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,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

www.eidiko.co

PRINCIPAL
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Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 25.11.2021

Dear

K. KALYANI

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, 12th, 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, 6th floor, Chennai, Tamil Nadu, PIN 600063

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 16.12.2021

Dear, NANDYALA PAVAN

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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Talent Acquisition
Sutherland

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
Avanthi Institute of Engg. & Tech

DXCTechnology

Date: 18/11/2021

Dear LOKASANI VENKAT 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

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Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

DXCTechnology

Date: 18/11/2021

Dear PENUGANTI NARESH 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.

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Lokendra Panth
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

ELTP / 2021 12-Feb-2021

Subject: Letter of Intent to Hire

Dear P. Anugna,

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 Business Developer** 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 **12-Feb-2021,** 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 12-**Feb-2021** 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 Business Developer:

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:

1. 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.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. 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.
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

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.D

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.co

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

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PRINCIPAL
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Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

ELTP / 2021

22-Feb-2021

Subject: Letter of Intent to Hire

Dear K.Prathibha,

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 Business Developer** 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 12-**March-2021,** 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 15-**March-2021** or inform the HR about any delay in joining date with a genuine reason, failingwhich our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

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).

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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

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Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 22.10.2021

Dear,

KANDA GOUTHAMI,

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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- 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)

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Talent Acquisition
Sutherland

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Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl), R.R.Dist

Palle Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

25/09/2021

Letter of Intent –Free Training and Placement under CSR

Dear, THANDA SAIKIRAN (Avanthi institute of engineering and technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

The program will begin from (October) 06/10/2021 Course Duration (3.5 month)The
Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dot net based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 26.11.2021

Dear M PRASHANTH

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, 12th, 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, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
Avanthi Institute of Engg. & Tech
Abdullapurmet (Mdl) R.R.Dist

ELTP / 2021 26-Mar-2021

Subject: Letter of Intent to Hire

Dear M Nagendra,

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 Business Developer** 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 30-**March-2021,** 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-April-2021** or inform the HR about any delay in joining date with a genuine reason, failingwhich our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

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:

1. 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.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. 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.
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

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dt

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.co

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

www.eidiko.co

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Palle Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

25/09/2021

Letter of Intent –Free Training and Placement under CSR

Dear, JANGA SRIJA (Avanthi institute of engineering and technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

The program will begin from (November) 06/10/2021 Course Duration (3.5 month)
The Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dot net based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

PRINCIPAL
Avanthi Institute of Engg. &
Guntihapally (V), Abdullapurmet (Md)

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Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

ELTP / 2021

15-Feb-2021

Subject: Letter of Intent to Hire

Dear N.Venkata Krishna Kumari,

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 Business Developer** 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 30-**Feb-2021,** 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 **08-March-2021** or inform the HR about any delay in joining date with a genuine reason, failingwhich our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

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:

1. 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.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. 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.
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

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www.eidiko.c

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

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Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 28.11.2021

Dear,

K. ANUSH GOUD

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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- 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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